Academic Programs

Western Nevada College offers academic degrees and academic programs to meet a variety of educational goals. Some students wish to learn occupational skills or work toward career advancement. Others seek credits which will transfer to a four-year college or university.

A number of one-year certificates are also offered in occupational areas. Students are encouraged to read the specific information about each degree or certificate before making their decisions. Counselors and faculty advisors are also available to provide information on the programs available. See web site: **www.wnc.edu/academics/**

The college now offers a bachelor's degree in the following area:
• Bachelor of Technology in Construction Management

Western offers four types of associate degrees in dozens of diverse academic areas. They include:

• Associate of Applied Science
• Associate of Arts
• Associate of General Studies
• Associate of Science

OCCUPATIONAL PROGRAMS AND EMPHASES

WNC offers two-year occupational programs in many areas, allowing students to gain job training and earn an Associate of Applied Science degree.

A new Bachelor of Technology degree in Construction Management helps students can climb a career ladder from learning basic construction skills all the way to becoming a construction manager.

One-year occupational programs are also offered in a number of areas, allowing students to achieve a Certificate of Achievement.

Students enrolled in any of these programs will benefit from "hands-on" laboratory experience within their major field. They will enter the job market with specific skills and knowledge useful for employment and advancement.

TRANSFER PROGRAMS AND EMPHASES

WNC attracts a large number of students who plan to earn a baccalaureate degree from another four-year college or university. They elect to begin their college education at the community college for many reasons, including lower tuition costs, small class sizes, flexible class times and a comfortable learning environment.

Students who plan to transfer can earn the Associate of Arts, Associate of Science, or Associate of General Studies degree. These programs of study can provide the first one or two years of their four-year degrees.

WNC students have transferred to many four-year schools. Students who plan to transfer should work closely with a WNC counselor and also keep in contact with the intended transfer institution.

General Education
Mission & Student Learning Outcomes

The general education program is an essential element of all degree programs and certificates of achievement offered at WNC. Faculty completed a review of the purpose of the general education program and developed a list of the 10 things that are critical to the success of WNC graduates. These are referred to as general education student learning outcomes. All courses used to fulfill general education requirements should specify the specific general education student learning outcomes that are relevant to the course.

GENERAL EDUCATION - Mission & Outcomes

Mission: The mission of general education at WNC is to provide students who complete degrees and certificates of achievement with critical life skills that will benefit them in their personal and professional endeavors.

Student Learning Outcomes: Students who complete a degree at WNC are expected to demonstrate they:

- have college-level skills in reading, writing, and oral communication appropriate to their degree and/or emphasis.
- can use appropriate college-level mathematical skills.
- have problem solving, creative, and critical thinking skills.
- have effective and efficient learning skills, including the location and evaluation of information.
- have appropriate technological skills, including computer skills.
- know the basic principles and processes of government at the local, state, national and international levels.
- understand the methods of science and the role of science and technology in the modern world.
- understand and apply social science principles, including an appreciation of participation in civic affairs.
- have an understanding of fine arts or performing arts.
- understand the importance of cultural traditions, diversity, and ethics in the modern world.

Students completing a certificate of achievement at WNC are expected to demonstrate they:

- have the appropriate communication, computational, and human relations skills.

Academic Programs & Degrees

	Online Degree	Bachelor of Technology Degree	Associate of Applied Science Degree	Associate of Arts Degree ☆	Associate of Science Degree	Certificate of Achievement	Transfer Program Courses ✳	Certification Preparation
Accounting (Business Emphasis)	☆		X				X	
American Sign Language						X	X	
Automotive Mechanics			X			X		X
Biological Sciences (Associate of Science Emphasis)					X		X	
Bookkeeping	☆					X		X
Business	☆		X			X	X	
Chemistry (Associate of Science Emphasis)					X		X	
Computer Applications						X		
Computer and Office Technology			X				X	
Computer Science (Associate of Science Emphasis)					X			
Computer Technology - Computer Networking Technology			X					X
Computer Technology - Computer Programming						X		
Computer Technology - Information Technology								
Computer Technology - Network Support Technician						X		X
Computer Technology - System Administration Technician						X		X
Construction Technology								X
Construction Technology - Construction Management		X						
Construction Technology - Project Management			X					
Criminal Justice - (Associate of Arts & Applied Science)			X	X			X	X
Criminal Justice - Law Enforcement/Academy (Criminal Justice Emphasis)			X			X		X
Criminal Justice - 9-1-1 Dispatch Telecommunications						X		
Customer Service						X		
Deaf Studies (Associate of Arts Emphasis)				X			X	
Desktop Publishing						X		
Drafting Technology - Architectural (Drafting Technology Emphasis)			X			X	X	
Drafting Technology - Civil (Drafting Technology Emphasis)			X				X	
Drafting Technology - Mechanical (Drafting Technology Emphasis)			X			X	X	
Early Childhood Education			X			X	X	
Education							X	
Engineering Science (Associate of Science Emphasis)					X		X	
Fine Arts (Associate of Arts Emphasis)				X			X	
Geographic Information Systems			X			X	X	
Geosciences (Associate of Science Emphasis)					X		X	
Graphic Communications			X			X	X	
Health Information Technology			X					
Health Information Technology - Medical Coding						X		
Health Information Technology - Medical Transcription						X		
Health Information Technology - Medical Unit Clerk						X		
Machine Tool Technology			X			X		
Management (Business Emphasis)	☆		X				X	
Mathematics (Associate of Science Emphasis)					X		X	
Musical Theatre (Associate of Arts Emphasis)				X			X	
Nursing			X				X	
Paralegal Studies			X				X	
Physics (Associate of Science Emphasis)					X		X	
Real Estate (Business Emphasis)			X					X
Retail Management						X	X	
Surgical Technology						X		X
Welding Technology			X			X		X

☆ Degree/certificate available online

✳ Students may take courses in many other academic areas for transfer; see transfer degree section of this catalog and/or a WNC counselor.

Transfer Degrees
Associate of Arts & Associate of Science

ASSOCIATE OF ARTS & ASSOCIATE OF SCIENCE DEGREE - Mission & Outcomes

MISSION - The purpose of the Associate of Arts and Associate of Science degrees is to provide the academic knowledge and skills for successful transfer to meet higher educational goals.

STUDENT LEARNING OUTCOMES - Students who complete either an Associate of Arts or an Associate of Science degree at WNC are expected to demonstrate that they -
- have met the general education student learning outcomes.
- know the subject matter appropriate to the emphasis of the degree.
- can succeed at their transfer institutions.

The Associate of Arts and Associate of Science degrees are primarily for the student who plans to transfer from WNC to a four-year college or university to pursue a baccalaureate degree in liberal arts, sciences, humanities, math or related areas. Every year, large numbers of WNC students successfully transfer to other schools. Each school has its own specific requirements and recommended electives for its various emphases.

Community college students who plan to transfer to the University of Nevada, Reno, University of Nevada, Las Vegas or Nevada State College and who did not complete the university entrance requirements in high school, must complete a minimum of 24 transferable credits with a minimum 2.3 grade point average. Effective fall 2010, the minimum grade point average will increase to 2.5. Students who earn an Associate of Arts or Associate of Science degree will be admitted to an NSHE university or state college regardless of their grade point average.

TRANSFER PROGRAMS

WNC students may select a course of study which enables them to complete some or all of the lower division requirements for a four-year degree from the list of transfer programs at UNR, UNLV, NSC or other schools.

Recent surveys of WNC students show they have transferred to colleges throughout the country including: UNR; UNLV; Nevada State College; Southern Utah University; University of New Mexico; Arizona State University; California State University, Sacramento; University of California at Berkeley; Truckee Meadows Community College; University of Phoenix; Cosumnes River College-Los Rios; Lake Tahoe Community College; Great Basin College and Salt Lake Community College.

Programs and areas of study offered at WNC include :
• Nevada State College Teacher Education Partnership

Please contact counselors or faculty advisers for major-to-major transfer agreements for the following programs:

Accounting	Early Childhood Education	Literature	Physiology
Agriculture	Economics	Management	Physics
Animal Science	Education	Marketing	Political Science
Anatomy	Electrical Engineering	Mathematics	Psychology
Anthropology	English	Pre-Medicine	Public Administration
Architecture	Environmental Science	Mechanical Engineering	Public Relations
Art	Finance	Metallurgical Engineering	Radiologic Technology
Astronomy	Fish/Wildlife Management	Meteorology	Recreation
Atmospheric Sciences	Foreign Languages	Mining Engineering	Religious Studies
Biochemistry	General Studies	Motion Picture and Cinema	Social Science
Biology	Geography	Multicultural (Ethnic) Studies	Social Welfare/
Business	Geology	Music	Social Work
Chemistry	Geological Engineering	Natural Resources	Sociology
Chemical Engineering	History	Nursing	Special Education
Civil Engineering	Hotel Administration	Occupational Therapy	Speech Communication
Communication Arts	Humanities	Oceanography	Theatre Arts
Communicative Disorders	Industrial Arts	Pre-Optometry	Urban Planning
Computer Engineering	Industrial Education	Pre-Pharmacy	Pre-Veterinary Medicine
Computer Science	Information Systems	Philosophy	Vocational Education
Criminal Justice	Journalism	Physician Assistant	Zoology
Dance	Pre-Law	Physical Education	
Dental Hygiene	Liberal Arts	Pre-Physical Therapy	
Pre-Dentistry	Pre-Librarianship		
Drama			

Bachelor of Technology
An Applied Baccalaureate Degree

The Bachelor of Technology degree offers students advanced technical and occupational skills in a formal educational route that will help them progress to supervisory positions within their field. It provides an opportunity for those who have completed an associate degree in an applied technology field to progress academically and earn a bachelor's degree. It also provides an avenue for those already working in a technical field to enroll in an applicable baccalaureate degree program that will enhance their core and business management skills and offer career advancement opportunities. To learn more about the Bachelor of Technology degree program, please see a WNC counselor.

Programs and areas of study offered at WNC include:
• Construction Management

BACHELOR OF TECHNOLOGY DEGREE REQUIREMENTS

REQUIREMENTS: A minimum of 128 credits

CAPSTONE-9 credits.
Choose from:
Communication: 412
Economics: 334, 365
Management: 462, 469

ENGLISH/COMMUNICATIONS REQUIREMENTS-9–11 credits.
Choose from:
Business: 107, or
Communication: 113 or 213 or 215
English: 100, or 101
English: 102

FINE ARTS REQUIREMENT-3 credits.
Choose from:
Art: 100, 101, 124, 160, 224, 260, 261
Dance: 101
Humanities: 101
Music Ensemble: 101
Music, General: 121
Theatre: 100, 105, 180

HUMANITIES REQUIREMENT-3 credits.
Choose from:
Core Humanities: 201, 202
English: 200, 223, 231, 232, 243, 250, 252, 261, 266, 267, 271, 275
History: 105, 106, 207, 247
Philosophy (except for PHIL 102, 105, 114)

MATHEMATICS AND SCIENCE REQUIREMENTS-15 credits.
A minimum of 5 credits in mathematics and 7 credits in science.
Choose from:
Mathematics
Mathematics: 126 & 127, 128*
Statistics: 152
Science
Chemistry: 100, 121
Environmental Studies: 100
Geology: 100, 101, 103
Physics: 100, 151, 180
* or higher

SOCIAL SCIENCES REQUIREMENT-6 credits.
3 credits must be an upper division course (300-400 level, see a counselor). Choose from:
Anthropology: 101, 201, 202, 210, 212
Core Humanities: 203
Criminal Justice: 101, 102, 220, 230, 270
Geography: 106
History: 101, 102, 111, 217, 295
Journalism: 101
Political Science: 103, 105, 108, 208, 231, 295, 299
Psychology (except for PSY 210)
Social Work: 220
Sociology (except for SOC 210)

U.S. & NEVADA CONSTITUTION REQUIREMENTS-3 or 6 credits.
Choose from:
Core Humanities: 203
History: 111
History: 101 & 102
History: 101 & 217
Political Science: 103
History and Political Science Combination (History 101 and Political Science 208)

CORE AND DEGREE REQUIREMENTS-
Number of credits required vary by degree.

Associate of Arts
A Transfer Degree

The Associate of Arts degree is primarily for students planning to transfer with junior standing to a four-year college or university for a baccalaureate degree. If the University of Nevada, Reno is the intended transfer school, choose ONLY those courses that are printed in BOLD/UNDERLINED from the list below. Satisfactory completion of an AA degree guarantees completion of the lower division general education requirements at UNR, UNLV or NSC. Students intending to transfer to other schools should see a counselor or follow the catalog of the transfer school.

Courses with a "B" after the course number (such as MATH 100B) and courses with a number under 100 (such as ENG 95) are not applicable toward the Associate of Arts degree. All courses to be counted toward this degree must be university transferable.

A maximum of six credits of special topics classes in one subject area may apply toward any WNC degree.

NOTE: Information on transfer to UNR is based on UNR requirements for the 2008-2009 school year. These requirements may change in subsequent years. See a WNC counselor for the most up-to-date information.

Programs and areas of study offered at WNC include :
• Criminal Justice
• Deaf Studies
• Fine Arts
• Musical Theatre

ASSOCIATE OF ARTS DEGREE REQUIREMENTS

REQUIREMENTS: A minimum of 60 credits

ENGLISH/COMMUNICATIONS REQUIREMENTS- 6–8 credits.
WNC and UNR
English: **100** or **101**, **102**

FINE ARTS REQUIREMENT - 3 credits.
WNC and UNR
Art: **100**, 101*, 124, **160**, 224, **260**, **261**
Dance: **101**
Humanities: **101**
Music Ensemble: 101*
Music, General: **121**
Theatre: **100**, **105***, **180**
* Course may not meet the fine arts requirement at all universities. Please see a counselor.

HUMANITIES REQUIREMENT-6 credits.
UNR transfer students: choose one course from each UNR group.
UNR: Group A
Core Humanities: **201**
English: **231***
History: **105***
Philosophy: **200***
UNR: Group B
Core Humanities: **202**
English: **232***
History: **106***
Philosophy: **207***
WNC:
Core Humanities: **201**, **202**
English: 200, 223, **231**, **232**, 250, 261, 266, 267, 271, 275
History: **105**, **106**, 207, 247
Philosophy (except for PHIL 102, 114)
* These courses will not fulfill UNR's CH 201 and/or CH 202 requirement, if taken after the student has been admitted and enrolled at UNR.

MATHEMATICS REQUIREMENT-3 credits.
Mathematics: **120**, 126, **126** & **127**, 127, **128**, **176**, **181**, **182**, 283, 285
Statistics: 152

SCIENCE REQUIREMENT-6 credits.
WNC: Choose from Group A and/or Group B. At least one lab science course recommended.
UNR: Choose UNR transfer courses and at least one course from
Group A
Biology: **100**, 113, **190** & **190L**, **191** & **191L**, 223, 224, 251
Chemistry: , **100**, **121**, **122**, 220
Geology: **100**, **101** & **103**, 102, 127, 132, 201
Physics: **100**, **151**, **152**, **180** & **180L**, **181** & **181L**, **182** & **182L**

Group B
Anthropology: 102, **102** & **101L**
Astronomy: **109**, **110**, 120
Environmental Studies: **100**
Geography: **103**, 104
Nutrition: **121**, 223

SOCIAL SCIENCES REQUIREMENT-9 credits.
* WNC: Choose from the following list. Must include work in two or more subjected areas. UNR: Choose from the bolded courses.
Anthropology: **101**, **201**, **202**, 210, 212
Core Humanities: 203
Criminal Justice: 101, 102, 220, 230, 270
Economics: **100**, **102**, **103**
Geography: **106**
History: 101, 102, 111, 217, 295
Journalism: 101
Political Science: 103, 105, 108, 208, **231**, 295, 299
Psychology: (except for PSY 210)
Social Work: 220
Sociology: (except for SOC 210)
* Number of credits required may vary according to specific emphasis. See articulation agreement or a counselor.

U.S. & NEVADA CONSTITUTION REQUIREMENTS-3 or 6 credits.
Must meet both requirements. Choose from:
Core Humanities: **203**
History: **111***
History: **101** & **102***
History: **101** & **217***
Political Science: **103***
History and Political Science Combination (History 101* and Political Science 208*)
* These courses will not fulfill UNR's CH203 requirement if taken after the student has been admitted and enrolled at UNR.

EMPHASIS REQUIREMENTS, PROGRAM REQUIREMENTS, OR GENERAL ELECTIVES-21–24 credits.
Students should utilize this area to take courses that meet requirements for their major at their intended transfer school. Those who have not yet selected a major may choose from among any university transferable courses to explore their options. Students planning to transfer to the University of Nevada, Reno should obtain a transfer handout from WNC Counseling Services or the UNR Transfer Center.

Associate of Science
A Transfer Degree

The Associate of Science degree is designed to help students use the methods of observation, special analysis and logic by which we understand the mathematical, biological and physical nature of the world. The AS degree allows early choices for those planning a professional life in mathematics, science, engineering, medicine or agriculture.

The AS degree is primarily for the student who plans to transfer with junior standing to a four-year college or university for a baccalaureate degree. If the University of Nevada, Reno is the intended transfer school, choose ONLY those courses that are printed in BOLD/UNDERLINED from the list below. Satisfactory completion of an AS degree guarantees completion of the lower division general education requirements at UNR, UNLV or NSC. Students intending to transfer to other schools should see a counselor or follow the catalog of the transfer school.

Courses with a "B" after the course number (such as MATH 100B or CS 109C) and courses with a number under 100 (such as ENG 95) are not applicable toward this degree. All courses counted toward this degree must be university transferable.

A maximum of six credits of special topics classes in one subject area may apply toward any WNC degree.

NOTE: UNR transfer information is based on requirements for the 2008-2009 school year. These requirements may change in subsequent years. See a counselor for the most up-to-date information.

Programs and areas of study offered at WNC include:
- Biological Sciences
- Chemistry
- Computer Science
- Engineering Science
- Geosciences
- Mathematics
- Physics

ASSOCIATE OF SCIENCE DEGREE REQUIREMENTS

REQUIREMENTS: A minimum of 60 credits

ENGLISH/COMMUNICATIONS REQUIREMENTS-6–8 credits.
WNC and UNR
English: **100** or **101**, **102**

FINE ARTS REQUIREMENTS-3 credits.
WNC and UNR
Art: **100**, 101*, 124, **160**, 224, **260**, **261**
Dance: 101
Humanities: **101**
Music Ensemble: 101*
Music, General: **121**
Theatre: **100**, **105***, **180**
* Course may not meet the Fine Arts requirement at all universities. Please see a counselor.

HUMANITIES REQUIREMENTS-6 credits.
UNR: Choose one course from each UNR group:
UNR Group A
Core Humanities: **201**
English: **231***
History: **105***
Philosophy: **200***
UNR: Group B
Core Humanities: **202**
English: **232***
History: **106***
Philosophy: **207***
WNC: Choose From:
Core Humanities: **201**, **202**
English: 200, 223, **231**, **232**, 250, 261, 266, 267, 271, 275
History: **105**, **106**, 207, 247
Philosophy (except for PHIL 102, 114)
* These courses will not fulfill UNR's CH 201 and/or CH 202 requirement, if taken after the student has been admitted and enrolled at UNR.

MATHEMATICS REQUIREMENTS-6 credits.
WNC: Choose only for geosciences emphasis. Math requirement already fulfulled for other emphases.
Mathematics: 126, **126** & **127**, 127, **128**, **176**, **181**, **182**, 283, 285
Statistics: 152

SCIENCE REQUIREMENTS-6 or 12 credits.
WNC: Choose 12 credits for math emphasis. Scinece requirements are already fulfilled for other emphases. UNR: Choose 6 credits, with at least one course from Group A.

Group A:
Biology: **100**, **190** & **190L**, **191** & **191L**
Chemistry: **100**, **121**, **122**
Geology: **100**, **101**, **103**
Physics: **100**, **151**, **152**, **180** & **180L**, **181** & **181L**, **182** & **182L**
Group B:
Anthropology: 102, **102** & **110L**
Astronomy: **109**, **110**, 120
Environmental Studies: **100**
Geography: **103**, 104

SOCIAL SCIENCES REQUIREMENTS-6 credits.
Anthropology: **101**, **201**, **202**, 210, 212
Core Humanities: 203
Criminal Justice: 101, 102, 220, 230, 270
Economics: **100**, **102**, **103**
Geography: **106**
History: 101, 102, 111, 217, 295
Journalism: 101
Political Science: 103, 105, 108, 208, **231**, 295, 299
Psychology: **101**, 102, 130, 233, 234, 240, 241, 261, 290, 299
Social Work: 220
Sociology: **101**, 102, 202, 205, 261, 275

U.S. & NEVADA CONSTITUTION REQUIREMENTS-3 or 6 credits.
Must meet both requirements. Choose from:
Core Humanities: **203**
History: **111***
History: **101** & **102***
History: **101** & **217***
Political Science: **103***
History and Political Science Combination (History 101* and Political Science 208*)
* These courses will not fulfill UNR's CH 203 requirement if taken after the student has been admitted and enrolled at UNR.

EMPHASIS REQUIREMENTS, PROGRAM REQUIREMENTS, AND ELECTIVES
Number of credits varies according to emphasis. Students should utilize this area to take courses that meet requirements for their major at their intended transfer school. Those who have not yet selected a major may choose from among any university transferable courses to explore their options. Students planning to transfer to the University of Nevada, Reno should obtain a transfer handout from WNC Counseling Services or the UNR Transfer Center.

Associate of Applied Science
The Occupational Degree

ASSOCIATE OF APPLIED SCIENCE - Mission and Outcomes

Mission: The purpose of the Associate of Applied Science degree is to provide employment-related knowledge and skills necessary to succeed in a chosen field of study.

Student Learning Outcomes: Students who complete Associate of Applied Science degree at WNC are expected to demonstrate that they
- have met the general education student learning outcomes.
- know the subject matter appropriate to the emphasis of the degree.
- have acquired skills and can perform tasks necessary for employment or career advancement.

Students enrolled in any of these programs will benefit from "hands-on" laboratory experience within their major field. They will enter the job market with specific skills and knowledge useful for employment and advancement.

The Associate of Applied Science degree is designed for those students who desire a two-year course of study and training in an occupational and/or technological career field. Although the AAS degree is not designed to be a transfer program, some of the courses will transfer to four-year colleges or universities. Those students who wish to transfer to a four-year school should consult a WNC counselor. Coursework must total at least 60 credits.

Courses with a number under 100 (such as ENG 95) are not applicable toward an Associate of Applied Science degree at WNC.

Courses with a "B" designator after the number (such as MATH 100B) are college level courses which may apply toward a WNC degree but which may not transfer to UNR or UNLV. In some cases, these courses may transfer to other Nevada community colleges and Nevada State College or to other colleges and universities. See a WNC counselor for the latest transfer information.

A maximum of six credits of special topics classes in one subject area may apply toward any WNC degree.

To make decisions about specific emphases under the Associate of Applied Science degree, please refer to the academic programs pages or see a WNC counselor.

NOTE: All Associate of Applied Science degree and certificate programs require completion of appropriate courses in computation, communication and human relations. Additionally, introductory courses in all applied science and technology as well as all allied health programs include instruction in safety, industrial safety and environmental awareness, as appropriate.

Students with previous occupational or practical experience may challenge certain course requirements and prerequisites. In some cases, required courses may be waived, allowing the student to proceed to coursework at the appropriate level. In other cases, challenge examinations may be arranged for which the student can receive academic credit and a "pass" grade for the course.

Programs and areas of study offered at WNC include:
- Accounting
- Automotive Mechanics
- Business, General Business Emphasis
- Computer Technology - Computer & OfficeTechnology
- Computer Technology - Information Technology
- Computer Technology - Computer Networking Technology
- Construction Technology, Construction Project Management
- Criminal Justice
- Criminal Justice, Law Enforcement/Academy
- Drafting Technology - Architectural
- Drafting Technology - Civil
- Drafting Technology - Mechanical
- Early Childhood Education
- Geographic Information Systems (GIS)
- Graphic Communications
- Health Information Technology
- Machine Tool Technology
- Management
- Nursing
- Paralegal Studies
- Real Estate
- Web Technology
- Welding Technology

ASSOCIATE OF APPLIED SCIENCE DEGREE REQUIREMENTS

REQUIREMENTS: A minimum of 60 credits

ENGLISH/COMMUNICATIONS REQUIREMENT-6 credits.
Must include a writing course.
Business: 107, 108
Communication: 113, 215
Criminal Justice: 103
English
Journalism: 201
Reading
Writing Course (Business 108, English 100, 101, 102, or any other 200 level English class)

HUMAN RELATIONS REQUIREMENT-3 credits.
Anthropology: 101, 201
Business: 110B, 287B
Counseling and Personal Development: 117, 129B
Criminal Justice: 270
Early Childhood Education: 121
Human Development & Family Studies: 201, 202
Law: 263
Management: 201, 212, 283
Psychology (except for PSY 210)
Sociology (except for SOC 210)

HUMANITIES/SOCIAL SCIENCE REQUIREMENTS-3 credits.
Choose from either humanities or social science areas:
Humanities Area:
Art: 100, 101*, 124, 160, 224, 260, 261
Core Humanities: 201, 202
Dance: 101
English: 200, 221, 223, 231, 232, 250, 261, 266, 267, 271, 275
History: 105, 106, 207, 247
Humanities: 101
Music: 111*, 121
Philosophy (except for PHIL 102, 114)
Theatre: 100, 105, 180

Social Sciences Area:
Anthropology: 101, 201, 202, 210, 212
Core Humanities: 203
Criminal Justice: 101, 102, 120, 215, 220, 225, 226, 230, 270
Economics: 100, 102, 103
Geography: 106
History: 101, 102, 111, 217, 295
Journalism: 101
Political Science
Psychology (except for PSY 210)
Social Work: 220
Sociology (except for SOC 210)
Course may not meet the fine arts requirement at all universities.

Please see a counselor.
MATHEMATICS REQUIREMENT-3 credits.
Business: 109B
Economics: 261, 262
Mathematics
Psychology: 210
Real Estate: 102B
Sociology: 210
Statistics: 152

SCIENCE REQUIREMENT-6 credits.
Animal Science: 110B
Anthropology: 102, 101L
Astronomy: 109, 110, 120
Biology (except for BIOL 208)
Chemistry (except for CHEM 241, 241L, 242, 242L)
Environmental Studies
Geography: 103, 104
Geology (except for GEOL 111B, 112B, 113B, 299B)
Natural Resources: 101
Nutrition: 121, 223
Ornamental Horticulture: 105B
Physics (except for PHYS 293)

U.S. & NEVADA CONSTITUTION REQUIREMENTS-3 or 6 credits.
Must meet both requirements. Choose from the following:
Core Humanities: 203
History: 101 & 217
History: 101 & 102
History: 111
Political Science: 103
History and Political Science Combination (History 101 and Political Science 208)

EMPHASIS REQUIREMENTS, PROGRAM REQUIREMENTS, AND GENERAL ELECTIVES
Number of credits required may vary by emphasis.
Some credits earned in non-traditional courses may be considered for elective credit and may require review in order to be applied to the AAS degree.
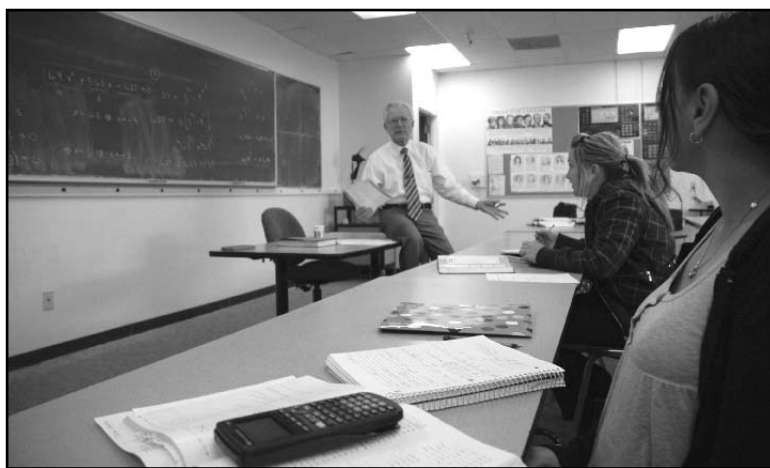
Associate of General Studies

The Degree to Meet a Variety of Needs

ASSOCIATE OF GENERAL STUDIES - Mission and Outcomes

Mission: The purpose of the Associate of General Studies degree is to provide academic knowledge and skills for personal growth, professional advancement, and/or successful transfer.

Student Learning Outcomes: Students who complete an Associate of General Studies degree at WNC are expected to demonstrate that they
- have met the general education student learning outcomes.
- know the subject matter appropriate to their fields of study.

The Associate of General Studies has increasingly been utilized by students who intend to transfer to four-year colleges and universities. Although it was not designed for transfer, it can be used for this purpose if courses are selected carefully. The majority of the courses chosen should transfer to fulfill core and major requirements.

It is recommended that anyone planning to attend the University of Nevada, Reno complete ENG 101 and 102, MATH 120 or a higher level math, and science/social science courses that fulfill UNR's core curriculum requirements. Any "B" course credits will need to be made up upon transfer.

Courses with a number under 100 (such as ENG 95) are not applicable toward an Associate of General Studies degree. Courses with a "B" designator after the number (such as MATH 100B) are college level courses which may apply toward a WNC degree but will not transfer to UNR or UNLV. In some cases, these courses may transfer to other Nevada community colleges and Nevada State College or other colleges and universities. See a WNC counselor for the latest transfer information.

A maximum of six credits of special topics classes in one subject area may apply toward any WNC degree.

ASSOCIATE OF GENERAL STUDIES DEGREE REQUIREMENTS

A minimum of 60 credits

ENGLISH/COMMUNICATIONS REQUIREMENT-6 credits.
Must include a three-credit writing course.
Business: 107, 108
Communication: 113, 215
Criminal Justice: 103
English
Journalism: 201
Reading
Writing Course (Business 108, English 100, 101, 102, or any other 200 level English)

FINE ARTS AND HUMANITIES REQUIREMENTS-3 credits.
American Sign Language
Art (except for ART 107)
Core Humanities: 201, 202
Crafts
Dance: 101
English: 190, 200, 223, 231, 232, 243, 250, 252, 267, 271, 282, 297
Foreign Languages
Graphic Communications (except for GRC 107)
History: 105, 106, 207, 247
Humanities: 101
Music
Philosophy (except for PHIL 102, 114)
Theatre: 100, 105, 180
Course may not meet the fine arts requirement at all universities. Please see a counselor.

MATHEMATICS REQUIREMENT-3 credits.
Business: 109B
Economics: 261, 262
Mathematics
Psychology: 210
Real Estate: 102B
Sociology: 210
Statistics: 152

SCIENCE REQUIREMENT-3 credits.
Animal Science: 110B
Anthropology: 102, 110L
Astronomy: 109, 110, 120
Biology (except for BIOL 208)
Chemistry (except for CHEM 241, 241L, 242, 242L)
Environmental Studies
Geography: 103, 104
Geology (except for GEOL 111B, 112B, 113B, 229B)
Natural Resources: 101
Nutrition: 121, 223
Ornamental Horticulture: 105B
Physics (except for PHYS 293)

SOCIAL SCIENCES REQUIREMENT-3 credits.
Anthropology: 101, 201, 202, 210, 212
Core Humanities: 203
Criminal Justice
Economics: 100, 102, 103
Geography: 106
History: 101, 102, 111, 217, 295
Journalism: 101
Political Science
Psychology (except for PSY 210)
Social Work: 220
Sociology (except for SOC 210)

U.S. & NEVADA CONSTITUTION REQUIREMENTS-3 or 6 credits.
Must meet both requirements. Choose from:
Core Humanities: 203
History: 111
History: 101 & 102
History: 101 & 217
Political Science: 103
History and Political Science Combination (History 101 and Political Science 208)

GENERAL ELECTIVES-36 or 39 credits.
Students may choose from any occupational or general education courses to be used as electives for this degree. Some non-traditional credit approved by Admissions and Records may be applicable to satisfy course requirements for occupational degrees, while other such credits may be used as electives for the AGS and AAS degrees only. Students planning to transfer to the University of Nevada, Reno should use the UNR core curriculum guide to satisfy general education requirements.

Certificate of Achievement

For those desiring a shorter course of study, WNC offers certificates of achievement in many occupational areas. Students enrolled in any of these programs will benefit from "hands-on" laboratory experience within their major field. They will enter the job market with specific skills and knowledge useful for employment and advancement.

A minimum of 30 credits is required for any certificate of achievement, although the exact number of credits required may differ with particular subject matter.

Programs and areas of study offered at WNC include:
- American Sign Language
- Automotive Mechanics
- Bookkeeping
- Business
- Computer Applications
- Computer Technology, Computer Programming
- Computer Technology, Network Support Technician
- Computer Technology, System Administration Technician
- Criminal Justice, Law Enforcement/Academy
- Criminal Justice, 9-1-1 Dispatch Telecommunications
- Customer Service
- Desktop Publishing
- Drafting Technology - Architectural
- Drafting Technology - Mechanical
- Early Childhood Education
- Geographic Information Systems (GIS)
- Graphic Communications
- Health Information Technology, Medical Coding
- Health Information Technology, Medical Transcription
- Health Information Technology, Medical Unit Clerk
- Machine Tool Technology
- Retail Management
- Surgical Technology
- Welding Technology

All certificates include general education requirements which can be fulfilled from the following list of courses.

Courses with a number under 100 (such as ENG 95) are not applicable toward a certificate of achievement at WNC.

Courses with a "B" designator after the number (such as MATH 100B) are college level courses which may apply toward a WNC degree but which may not transfer to UNR or UNLV. In some cases, these courses may transfer to other Nevada community colleges and Nevada State College or to other colleges and universities. See a WNC counselor for the latest transfer information.

REQUIREMENTS: A minimum of 30 credits

ENGLISH/COMMUNICATIONS REQUIREMENTS-3-6 credits.
Must include a writing course
Business: 107, 108
Communication: 113, 215
Criminal Justice: 103
English
Journalism: 201
Reading
Writing Course (Business 108, English 100, 101, 102, or any other 200 level English class except ENG 258)

HUMAN RELATIONS REQUIREMENT-1–3 credits.
Anthropology: 101, 201
Business: 110B, 287B
Counseling and Personal Development: 117, 129B
Criminal Justice: 270
Early Childhood Education: 121
Human Development & Family Studies: 201, 202
Law: 263
Management: 201, 212, 283
Psychology (except for PSY 210)
Sociology (except for SOC 210)

MATHEMATICS REQUIREMENT-3 credits.
Business: 109B
Economics: 261, 262
Mathematics
Psychology: 210
Real Estate: 102B
Sociology: 210
Statistics: 152
Subject Requirements-Varies by subject.
A minimum of 30 credits is required for any certificate of achievement, although the exact number of credits required may differ with particular subject matter.

CERTIFICATE OF ACHIEVEMENT - Mission and Outcomes

Mission: The purpose of the Certificate of Achievement is to provide employment-related knowledge and skills.

Student Learning Outcomes: Students who complete a Certificate of Achievement are expected to demonstrate that they
1. know the subject matter appropriate to the emphasis of the certificate.
2. are able to do the following:
    a. acquire the skills necessary for employment or career enhancement.
    b. successfully represent themselves to a potential employer.
    c. demonstrate effective communication and computational skills appropriate to the certificate area.
    d. utilize appropriate resources for remaining current in the certificate area.
3. have developed an appreciation of the importance of social, ethical, legal and diversity issues.

ACCOUNTING
Associate of Applied Science in Business

The Accounting emphasis has been designed to enable students to establish, maintain and manage both manual and automated accounting systems. Students can also develop the necessary competencies to create and analyze information for managerial decision-making situations. In addition to this degree program, students who intend to become full-charge bookkeepers will also need experience in the field.

Salary: $40,979–$63,772 / year (Nevada)
Career Outlook: Faster than average growth through 2014
Good To Know: Four major accounting fields - public, management, government and internal auditing
WNC Academic Division: Business and Computer Technology

Total Requirements: 60 credits

Business Core Requirements		27 Credits
ACC 201*	Financial Accounting	3
ACC 202	Managerial Accounting	3
BUS 101	Introduction to Business	
or MGT 103	Small Business Management	3
BUS 110B	Human Relations For Employment	
or MGT 201	Principles of Management	
or MGT 212	Leadership & Human Relations	
or MGT 283	Introduction to Human Resources Management	3
BUS 273	Business Law I	3
ECON 102	Principles of Microeconomics	3
ECON 103	Principles of Macroeconomics	3
IS 101	Introduction to Information Systems	3
IS 201	Computer Applications	3

* ACC 135B and ACC 136B recommended prior to ACC 201

Emphasis Requirements*		12 Credits
ACC 203	Intermediate Accounting I	3
ACC 220	Microcomputer Accounting Systems	3

Choose 6 credits from the following:		
ACC 105	Taxation For Individuals	3
ACC 180B	Payroll & Employee Benefit Accounting	3
ACC 198B	Special Topics in Accounting	3
ACC 204	Intermediate Accounting II	3
ACC 223B	Introduction to QuickBooks	3
ACC 251	Introduction to Auditing	3
ACC 261	Governmental Accounting	3
ACC 290B	Certified Bookkeeper Course	6
ACC 295B	Work Experience I	3
ACC 299B	Advanced Special Topics in Accounting	3
COT 262	Intermediate Spreadsheets Concepts	3

* Students should consult a counselor or instructor for information regarding sequence of accounting courses.

General Education Requirements		21 Credits
English/Communications Requirement		6
(Recommended: BUS 107, BUS 108; must include a writing course)		
Mathematics Requirement (BUS 109B or higher level mathematics course)		3
Science Requirement		6
U.S. and Nevada Constitution Requirements		3
General Electives		3

* A list of all courses filling general education requirements for the Associate of Applied Science are on the Associate of Applied Science Degree Requirements page.

ACCOUNTING - Suggested Course Sequence

First Semester	Completed	Third Semester	Completed
ACC 201	3 ☐	ACC 203	3 ☐
BUS 108 or Eng/Comm		Accounting Elective	3 ☐
(Writing class required)	3 ☐	BUS 101 or MGT 103	3 ☐
BUS 109B or higher math	3 ☐	Science Elective	3 ☐
ECON 102	3 ☐	U.S./Nevada Constitutions	3 ☐
IS 101	3 ☐		
		Fourth Semester	Completed
Second Semester	Completed	Accounting Elective	3 ☐
ACC 202	3 ☐	BUS 110B, MGT 201,	
ACC 220	3 ☐	MGT 212 or MGT 283	3 ☐
BUS 107 or		BUS 273	3 ☐
other Eng/Comm	3 ☐	General Elective	3 ☐
COT 202	3 ☐	Science Elective	3 ☐
IS 201	3 ☐		

AMERICAN SIGN LANGUAGE
- See Deaf Studies -

AUTOMOTIVE MECHANICS
Associate of Applied Science

The Automotive Mechanics program offers students an opportunity to acquire the necessary skills and technical theory for a successful career as an automotive mechanic. Individuals who are now employed in the automotive mechanics field will be able to upgrade their knowledge. Students obtaining this 60-credit associate degree will have completed courses of a very technical nature, chosen to complement each other and provide breadth and depth of diagnostic and repair skill abilities necessary to work in a service facility.

Salary: $27,265-$47,931 / year (Nevada)
Career Outlook: Average growth through 2014
Good To Know: Mechanics can be certified in as many as eight service areas. Most are at repair shops and auto dealerships
WNC Academic Division: Technology

Total Requirements: 61 credits

Program Requirements		37 Credits
AUTO 101B	Introduction to General Mechanics	3
AUTO 115B	Auto Electricity & Electronics I	4
AUTO 117B	Advanced Auto Electronics	4
AUTO 130B	Engine Reconditioning	3
AUTO 145B	Automotive Brakes	4
AUTO 155B	Steering & Suspension	4
AUTO 160B	Auto Air Conditioning	3
AUTO 225B	Engine Performance I/Fuel & Ignition	4
AUTO 227B	Engine Performance II/Emission Control	4
AUTO 235B	Engine Performance III/Diagnostics	4

General Education Requirements	24 Credits
English/Communications Requirement	6
(Recommended: BUS 107 & BUS 108; Must include a writing course)	
Human Relations Requirement (Recommended: BUS 110B)	3
Humanities/Social Science Requirements	3
Mathematics Requirement	3
Science Requirement	6
U.S. and Nevada Constitution Requirements	3

* A list of all courses filling general education requirements for the Associate of Applied Science are on the Associate of Applied Science Degree Requirements page.

AUTOMOTIVE MECHANICS
Certificate of Achievement

WNC Academic Division: Technology

Total Requirements: 31 credits

Subject Requirements		19 Credits
AUTO 101B	Introduction to General Mechanics	3
AUTO 115B	Auto Electricity & Electronics I	4
AUTO 145B	Automotive Brakes	4
AUTO 155B	Steering & Suspension	4
AUTO 225B	Engine Performance I/Fuel & Ignition	4

General Education Requirements	12 Credits
English/Communications Requirements (Must include a writing course)	6
Human Relations Requirement (Recommended: BUS 110B)	1
Mathematics Requirement	3
General Electives	2

* A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement Degree Requirements page.

AUTOMOTIVE MECHANICS - Suggested Course Sequence

First Semester	Completed	Third Semester	Completed
AUTO 101B	3 ☐	AUTO 145B	4 ☐
AUTO 115B	4 ☐	AUTO 225B	4 ☐
AUTO 130B	3 ☐	AUTO 227B	4 ☐
BUS 107	3 ☐	Humanities/Social Science	
Mathematics Course	3 ☐	Course	3 ☐
		Science Course	3 ☐
Second Semester	Completed		
AUTO 117B	4 ☐	Fourth Semester	Completed
AUTO 155B	4 ☐	AUTO 235B	4 ☐
AUTO 160B	3 ☐	BUS 110B	3 ☐
BUS 108	3 ☐	Science Course	3 ☐
Humanities/Social Science		U.S./Nevada	
Course	3 ☐	Constitutions	3 ☐

ASSOCIATE OF APPLIED SCIENCE - AUTOMOTIVE MECHANICS
Mission & Outcomes

Mission: The mission of the Associate of Applied Science in Automotive Mechanics is to provide employment-related knowledge and skills necessary to succeed in automotive field.

Student Learning Outcomes: Students who complete an Associate of Applied Science in Automotive Mechanics are expected to:
- know the subject matter appropriate to the emphasis of the automotive field,
- acquire skills and perform tasks necessary for employment or career enhancement,
- present themselves effectively to a potential employer,
- utilize appropriate resources to remain current in the automotive field.

BIOLOGICAL SCIENCES
Associate of Science

The biological sciences emphasis is designed to equip students with basic and applied knowledge in general biology with an emphasis in critical thinking, bioethical issues, a basic understanding of science and its methods, and laboratory and analytical skills related to the field of biology. Students are prepared to pursue studies in the fields of, but not limited to, biology, environmental studies, pre-health care, biochemistry, biotechnology, or as preparation for a teaching career.

Salary: $51,057–$68,655 / year (Nevada)
Career Outlook: Average growth through 2014. Biochemists and Biophysicists are expected to grow faster than average
Good To Know: For advancement, some fields require graduate degrees
WNC Academic Division: Science, Mathematics & Engineering

Total Requirements: 63 credits

Emphasis Requirements		39 Credits
BIOL 190	Introduction to Cell and Molecular Biology	3
BIOL 190L	Introduction to Cell and Molecular Biology Lab	1
BIOL 191	Introduction to Organismal Biology	3
BIOL 191L	Introduction to Organismal Biology Lab	1
CHEM 121	General Chemistry I	4
CHEM 122	General Chemistry II	4
MATH 128*	Precalculus and Trigonometry	5
MATH 181	Calculus I	4
PHYS 151	General Physics I	4
PHYS 152	General Physics II	4

* Can substitute Math 126/127 for Math 128

Emphasis Electives
Choose 6 credits from the following list:

BIOL 208	Human Genetics	3
BIOL 223	Human Anatomy and Physiology I	4
BIOL 224	Human Anatomy and Physiology II	4
BIOL 251	General Microbiology	4
MATH 182	Calculus II	4
NUTR 223	Principles of Nutrition	3
STAT 152	Introduction to Statistics	3

General Education Requirement	24 Credits
English/Communications Requirements (ENG 101 & ENG 102)	6
Fine Arts Requirements	3
Humanities Requirements (Recommended: CH 201, CH 202)	6
Social Sciences Requirements	6
U.S. and Nevada Constitution Requirements	3

* A list of all courses filling general education requirements for the Associate of Science are on the Associate of Science Degree Requirements page.
Note: EPY 150 is strongly recommended but not required for graduation. PHYS 180/180L and 181/181L are acceptable in lieu of PHYS 151 & 152. MATH 152 is required for a bachelor's degree in biology at University of Nevada, Reno. It is recommended that students pursuing other areas in science take MATH 182.

BIOLOGICAL SCIENCES - Suggested Course Sequence

First Semester		Completed	Third Semester		Completed
General Education			Emphasis Elective	3	☐
Course	3	☐	General Education		
BIOL 190	3	☐	Courses	9	☐
BIOL 191L	1	☐	PHYS 151	4	☐
CHEM 121	4	☐			
MATH 128	5	☐	Fourth Semester		Completed
			Emphasis Elective	3	☐
Second Semester		Completed	General Education		
General Education			Course	6	☐
Courses	3	☐	PHYS 152	4	☐
BIOL 191	3	☐			
BIOL 191L	1	☐			
CHEM 122	4	☐			
MATH 181	4	☐			

ASSOCIATE OF APPLIED SCIENCE - BIOLOGICAL SCIENCES
Mission and Outcomes

Mission: The mission of the Associate of Science Degree is "to provide academic knowledge and skills for successful transfer to meet higher educational goals". Additionally the mission for the biological sciences emphasis is to "equip students with basic and applied knowledge in general biology with an emphasis in critical thinking, bioethical issues, a basic understanding of science and its methods, and laboratory and analytical skills related to the field of biology" and to prepare students for transfer into many disciplines including but not limited to, biology, environmental studies, pre-health care, biochemistry, biotechnology, or as preparation for a teaching career.

Student Learning Outcomes: The student learning outcomes, pertinent to this degree, are as follows:

- Demonstrate an understanding of the organization of biological systems at the molecular, cellular, and organismal levels.
- Recognize the great diversity of living forms and understand the biological basis of their common evolutionary origin.
- Demonstrate a knowledge of the basic methods, instruments, and analytic skills used to conduct scientific research in biology.
- Develop an understanding of the history and philosophy of science as well as its relationship to society and the daily lives of students.
- Develop the critical thinking skills and scientific literacy necessary to criti cally review the scientific literature in biology, analyze problems, and interpret results using the scientific method. Once acquired, these skills will provide a foundation for lifelong learning and career development

BOOKKEEPING
Certificate of Achievement

This course is for working professionals and students who wish to advance their career in the bookkeeping profession. Upon successful completion of this course, students will be able to sit for a nationally administered exam give by the American Institute of Professional Bookkeepers. Once a student passes this exam and obtains two years of bookkeeping experience, individuals earn the right to call themselves "Certified Bookkeepers". To maintain certification, individuals are required to obtain 60 hours of continuing education over a three year period.

Salary: $25,000–$37,000 / year (Nevada)
Career Outlook: Slower than average growth through 2014
Good To Know: The majority of new jobs will be created in small, rapidly growing organizations
WNC Academic Division: Business and Computer Technology

Total Requirements: 30-33 credits

Subject Requirements		21-24 Credits
ACC 135B	Bookkeeping I	3
& ACC 136B	Bookkeeping II	3
or ACC 201	Financial Accounting	
& ACC 202	Managerial Accounting	
ACC 220	Microcomputer Accounting Systems	3
BUS 110B	Human Relations For Employment	3
or MGT 201	Principles of Management	
or MGT 212	Leadership & Human Relations	
or MGT 283	Introduction to Human Resources Management	
IS 101	Introduction to Information Systems	3
IS 201	Computer Applications	3

Choose 3-6 credits from the following:

ACC 105	Taxation For Individuals	3
ACC 180B	Payroll & Employee Benefit Accounting	3
ACC 198B	Special Topics in Accounting	3
ACC 203	Intermediate Accounting I	3
ACC 223B	Introduction to QuickBooks	3
ACC 251	Introduction to Auditing	3
ACC 261	Governmental Accounting	3
ACC 290B	Certified Bookkeeper Course	6
ACC 299B	Advanced Special Topics in Accounting	3

General Education Requirements	9 Credits
English/Communications Requirements	6
(Recommended: BUS 107, BUS 108; must include a writing course)	
Mathematics Requirement	3
(BUS 109B or higher level mathematics course)	

* A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

BOOKKEEPING - Suggested Course Sequence			
First Semester	Completed	Second Semester	Completed
ACC 135B or ACC 210 3 ☐		ACC 136B or ACC 202 3 ☐	
BUS 108 or Eng/Comm 3 ☐		ACC 202 3 ☐	
BUS 109B or higher math 3 ☐		Accounting Elective 3 ☐	
BUS 110B, MGT 201,		BUS 107 or Eng/Comm 3 ☐	
MGT 212 or MGT 283 3 ☐		IS 201 3 ☐	
IS 101 or IS 201 3 ☐			

BOOKKEEPER CERTIFICATION
Certification and Licensing Preparation

This course is for working professionals and students who wish to advance their career in the bookkeeping profession. Upon successful completion, students will be able to sit for a nationally administered exam give by the American Institute of Professional Bookkeepers. Once a student passes this exam and obtains two years of bookkeeping experience, individuals earn the right to call themselves "Certified Bookkeepers." To maintain certification, individuals are required to obtain 60 hours of continuing education over a three-year period.

Salary: $25,000–$37,000 / year (Nevada)
Career Outlook: Slower than average growth through 2014
Good To Know: The majority of new jobs will be created in small, rapidly growing organizations

Total Requirements: 6 credits

ACC 290B	Certified Bookkeeper Course	6

BUSINESS PROGRAM

The Business Division offers Associate of Applied Science degrees, certificates of achievement, and certification and licensing preparation. Disciplines include accounting, business, computer applications, information technology, computer office technology, economics, finance, information systems, insurance, management, marketing, real estate and senior computing. The mission of the division is to prepare students for transfer to four-year colleges and/or to provide the knowledge they need for their careers.

Programs of study offered at WNC include:
- Accounting
- Business
- Computer & Office Technology
- Management
- Real Estate

Certificates of study offered at WNC include:
- Bookkeeping
- Business
- Customer Service
- Desktop Publishing
- Retail Management

BUSINESS
Certificate of Achievement

WNC Academic Division: Business and Computer Technology

Total Requirements: 30 credits

Subject Requirements		21 Credits
ACC 135B	Bookkeeping I	3
or ACC 201	Financial Accounting	
BUS 101	Introduction to Business	3
or MGT 103	Small Business Management	
BUS 107*	Business Speech Communications	3
BUS 110B	Human Relations For Employment	3
or MGT 212	Leadership & Human Relations	
BUS 112B	Customer Service	3
or MGT 261	Introduction to Public Relations	
or MGT 210	Marketing Principles	
IS 101	Introduction to Information Systems	3
or IS 201	Computer Applications	
MGT 201	Principles of Management	3
or MGT 235	Organizational Behavior	

* BUS 107 is strongly recommended; COM 113 is acceptable in lieu of BUS 107

General Education Requirements	9 Credits
English/Communications Requirements	3
(Recommended: BUS 108; must be a writing course)	
Mathematics Requirement	3
(BUS 109B or higher level mathematics course)	
General Electives	3

* A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

BUSINESS - Suggested Course Sequence			
First Semester	Completed	Second Semester	Completed
ACC 135B or ACC 201	3 ☐	BUS 108	3 ☐
BUS 101 or MGT 103	3 ☐	BUS 109B	3 ☐
BUS 107	3 ☐	BUS 112B, MKT 261	
BUS 109B or MGT 212	3 ☐	or MKT 210	3 ☐
IS 101 or IS 201	3 ☐	Elective	3 ☐
		MGT 201 or MGT 235	3 ☐

BUSINESS
General Business Emphasis Associate of Applied Science

The General Business emphasis provides general knowledge and skills in the field of business. Students are encouraged to meet with a WNC counselor to identify programs of study which best suit their career goals.

Salary: Large range depending on size & type of organization. $30,500–$89,000 / year (middle range - Nevada)
Career Outlook: Average growth through 2014
Good To Know: Often includes hiring, training and supervising employees
WNC Academic Division: Business and Computer Technology

Total Requirements: 60 credits

Business Core Requirements		24 Credits
ACC 135B	Bookkeeping I	3
& ACC 136B	Bookkeeping II	3
or ACC 201	Financial Accounting	
& ACC 202	Managerial Accounting	
BUS 101	Introduction to Business	3
or MGT 103	Small Business Management	
BUS 110B	Human Relations For Employment	3
or MGT 201	Principles of Management	
or MGT 212	Leadership & Human Relations	
or MGT 283	Introduction to Human Resources Management	
BUS 273	Business Law I	3
ECON 102	Principles of Microeconomics	3
or ECON 103	Principles of Macroeconomics	
IS 101	Introduction to Information Systems	3
IS 201	Computer Applications	3

Emphasis Requirements	15 Credits

Choose from the following areas: Accounting, Business, Computer and Office Technology, Economics, Finance, Information Systems, Insurance, Management, Marketing or Real Estate.

General Education Requirements	21 Credits
English/Communications Requirement	6
(Recommended: BUS 107, BUS 108; must include a writing course)	
Mathematics Requirement (BUS 109B or higher level mathematics course)	3
Science Requirement	6
U.S. and Nevada Constitution Requirements	3
General Electives	3

* A list of all courses filling general education requirements for the Associate of Applied Science are on the Associate of Applied Science Degree Requirements page.

BUSINESS - Suggested Course Sequence			
First Semester	Completed	Third Semester	Completed
ACC 135B or ACC 201	3 ☐	Business Elective	3 ☐
BUS 101 or MGT 103	3 ☐	COT 202	3 ☐
BUS 107	3 ☐	Marketing Elective	3 ☐
BUS 109B or math	3 ☐	MGT 201 or MGT 212	3 ☐
Degree Elective	3 ☐	U.S./Nevada Constitution	3 ☐
Second Semester	Completed	Fourth Semester	Completed
ACC 136B or ACC 202	3 ☐	BUS 108	3 ☐
BUS 273	3 ☐	COT Elective	3 ☐
ECON 102 or ECON 103	3 ☐	Degree Electives	3 ☐
IS 101	3 ☐	Real Estate Elective	3 ☐
Science Elective	3 ☐	Science Elective	3 ☐

ASSOCIATE OF APPLIED SCIENCE BUSINESS - Mission & Outcomes

Mission: The purpose of the Associate of Applied Science degree in business is to provide the knowledge and skills necessary to succeed in the current business environment.
Student Learning Outcomes: Students who complete an Associate of Applied Science degree at WNC are expected to demonstrate that they
- know the subject matter appropriate to the emphasis of the degree.
- have developed managerial and personal skills essential to the current business environment.

CHEMISTRY
Associate of Science

The Chemistry emphasis is designed to prepare students to transfer to baccalaureate programs in the science, health, teaching, and engineering fields, or the work force in chemistry-related industries.

Salary: $48,481-&74,025 / year (Nevada)
Career Outlook: Slower than average growth through 2014
Good To Know: For advancement, some fields require graduate degrees. Much of growth will be in drug manufacturing companies, and research testing services
WNC Academic Division: Science, Mathematics & Engineering

Total Requirements: 60 credits

Emphasis Requirements		36 Credits
BIOL 190	Introduction to Cell and Molecular Biology	3
BIOL 190L	Introduction to Cell and Molecular Biology Lab	1
CHEM 121	General Chemistry I	4
CHEM 122	General Chemistry II	4
MATH 181	Calculus I	4
MATH 182	Calculus II	4
PHYS 180	Engineering Physics I	3
PHYS 180L	Engineering Physics I Lab	1
PHYS 181	Engineering Physics II	3
PHYS 181L	Engineering Physics II Lab	1

Emphasis Electives
Choose 8 credits from the following list:

CHEM 220	Introductory Organic Chemistry	4
CHEM 241	Organic Chemistry I	3
CHEM 241L	Organic Chemistry for Life Sciences Laboratory I	1
CHEM 242	Organic Chemistry II	3
CHEM 242L	Organic Chemistry for Life Sciences Laboratory II	1
GEOL 101	Physical Geology	3
GEOL 103	Physical Geology Laboratory	1
GEOL 132	Rocks & Minerals	3
MATH 283	Calculus III	4
MATH 285	Differential Equations	3
METE 250	Elements of Material Science	3

General Education Requirements	24 Credits
English/Communications Requirements	6
(Recommended: ENG 101 & ENG 102)	
Fine Arts Requirements	3
Humanities Requirements (Recommended: CH 201, CH 202)	6
Social Sciences Requirements	6
U.S. and Nevada Constitution Requirements	3

* A list of all courses filling general education requirements for the Associate of Science are on the Associate of Science Degree Requirements page.
Note: NOTE: EPY 150 is strongly recommended but not required for graduation. PHYS 151 & 152 are acceptable in lieu of PHYS 180 & 181. GEOL 101/103 recommended in addition to the above for those pursuing a bachelor's degree in geochemistry.

### CHEMISTRY - Suggested Course Sequence

First Semester	Completed	Third Semester	Completed
BIOL 190	3 ☐	General Education	
BIOL 190L	1 ☐	Courses	9 ☐
CHEM 121	4 ☐	PHYS 181	3 ☐
General Education		PHYS 181L	1 ☐
Course	3 ☐	Program Elective	4 ☐
MATH 181	4 ☐		
		Fourth Semester	Completed
Second Semester	Completed	General Education	
General Education		Courses	9 ☐
Course	3 ☐	Program Elective	4 ☐
CHEM 122	4 ☐		
MATH 182	4 ☐		
PHYS 180	3 ☐		
PHYS 180L	1 ☐		

ASSOCIATE OF SCIENCE CHEMISTRY - Mission and Outcomes

Mission: To prepare students for baccalaureate programs in the science, health, teaching, and engineering fields, or the work force in chemistry-related industries.
Student Learning Outcomes:
- students will have the ability to design and conduct laboratory experiments, as well as to analyze and interpret data.
- students will be able to demonstrate an introductory level of knowledge in principles of
- general and organic chemisty with applications to biological systems.
- students will be able to use mathematics and computers to solve chemisty problems.
- students will be able to demonstrate an understanding of the scientific method.
- students will be capable of appling safety standars when using laboratory chemicals, equipment, and instruments.
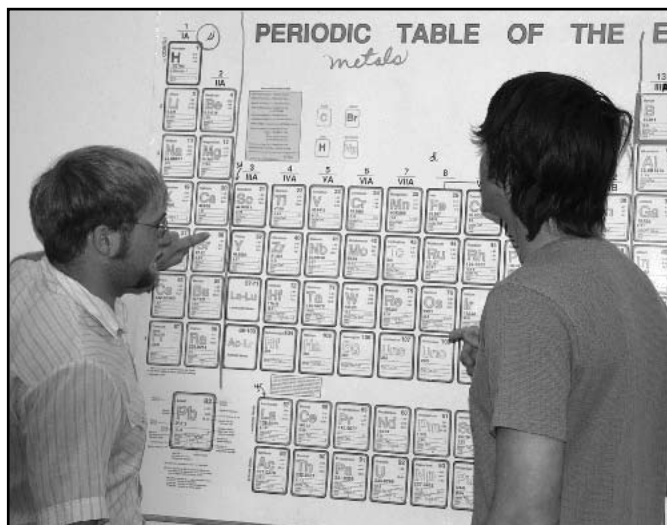
COMPUTER AND OFFICE TECHNOLOGY
Associate of Applied Science

The Computer & Office Technology emphasis is designed for those seeking specific career skills in office environments. The program will prepare students with the necessary skills for entry level employment in a professional business office environment using current software applications. Some courses can transfer to baccalaureate programs.

Salary: $25,333–$44,662 / year (Nevada)
Career Outlook: Variable; rapid growth in temporary worker agencies
Good To Know: Good communication skills critical; use computers heavily; may supervise office staff
WNC Academic Division: Business and Computer Technology

Total Requirements: 60 credits

Degree Requirements		21 Credits

Strongly recommend 40 wpm typing skills for successful degree completion.

ACC 135B	Bookkeeping I	
or ACC 201	Financial Accounting	3
BUS 110B	Human Relations For Employment	
or MGT 212	Leadership & Human Relations	
or MGT 201	Principles of Management	3
COT 200	Beginning Word Processing	
or COT 216	Intermediate Word Processing	3
COT 204	Using Windows	3
COT 262	Intermediate Spreadsheets Concepts	3
IS 101	Introduction to Information Systems	3
IS 201	Computer Applications	3

Program Requirements		18 Credits

Choose a total of 18 credits from any of the following courses:

ACC 223B	Introduction to QuickBooks	3
BUS 112B	Customer Service	3
CIT 151	Beginning Web Development	
or GRC 175	Web Design and Publishing I	3
CIT 152	Web Script Language Programming	3
COT 101	Computer Keyboarding I	
or COT 102	Computer Keyboarding II	3
COT 222	Desktop Publishing With Word Processing	3
COT 223	Advanced Desktop Publishing	3
COT 266	Intermediate Database Concepts	3
GRC 118	Computer Graphics - Print Media	3
GRC 119	Computer Graphics - Digital Media	3
GRC 183	Electronic Imaging	
or ART 243	Digital Imaging I	3
GRC 283B	Electronic Imaging	
or ART 244	Digital Imaging II	3
MKT 210	Marketing Principles	3

Students interested in Desktop Publishing skills should include in their choices:
COT 222, COT 223, GRC 118, GRC 183 OR ART 243, GRC 283B OR ART 243, AND MKT 210

Students interested in Web Design skills should include in their choices:
CIT151 OR GRC175, CIT152 AND GRC119

Students interested in Computer Applications skills should include in their choices:
COT 266, BUS 112B, ACC 223B, COT 101 OR COT 102

General Education Requirements	21 Credits
English/Communications Requirement	6
(Recommended: BUS 107, BUS 108; must include a writing course)	
Humanities/Social Science Requirements	3
Mathematics Requirement (Recommended: BUS 109B)	3
Science Requirement	6
U.S. and Nevada Constitution Requirements	3

A list of all courses filling general education requirements for the Associate of Applied Science are on the Associate of Applied Science Degree Requirements page.

COMPUTER AND OFFICE TECHNOLOGY - Suggested Course Sequence

First Semester	Completed	Third Semester	Completed
Mathematics Course	3 ☐	Humanities/Social Science	
English Course	3 ☐	Course	3 ☐
ACC 135B	3 ☐	BUS 110B	3 ☐
IS 101	3 ☐	COT 200	3 ☐
Program Elective	3 ☐	Program Elective	3 ☐
		Science Course	3 ☐
Second Semester	Completed		
English Course	3 ☐	Fourth Semester	Completed
COT 204	3 ☐	Science Course	3 ☐
IS 01	3 ☐	COT 62	3 ☐
Program Elective	3 ☐	Program Elective	3 ☐
Science Course	3 ☐	Program Elective	3 ☐
		Specialization Courses	3 ☐

ASSOCIATE OF APPLIED SCIENCE
COMPUTER AND OFFICE TECHNOLOGY - Mission and Outcomes

Mission: The purpose of the Associate of Applied Science degree in Computer & Office Technology is to provide employment-related knowledge and skills necessary to succeed in a chosen field of computer technology and/or applications study.

Student Learning Outcomes: Students who complete programs in occupational areas are expected to demonstrate that they:

Know:
• practices and procedures required for entry level employment,
• entry level skill set, and
• the theoretical principles relevant to their field of study.

Are able to:
• test successfully on competencies required to pass industry standard certification exams
• communicate effectively and appropriately, in oral and written form,
• locate, evaluate and properly utilize the tools & resources appropriate to a
• computer technology professional,
• acquire skills and perform tasks necessary for employment or career enhancement,
• demonstrate effective communication and computation skills appropriate to the chosen occupational field.

Appreciate and value:
• appropriate and effective presentation of themselves to potential employers, and
• standards of social, ethical, legal, accessibility, and diversity issues of their work environment.

COMPUTER SCIENCE
Associate of Science

The Associate of Science degree in Computer Science will prepare students for transfer to a university, particularly the University of Nevada, Reno. It will provide students with a breadth of knowledge commonly accepted as necessary for a degree in the field of Computer Science. In addition, the degree core requirements also provide a depth of knowledge in several key areas of the computer science field, for students seeking entry-level employment in the growing field of computing and information sciences.

Salary: $45,000–$69,600 / year (Nevada)
Career Outlook: Much faster than average growth through 2014
Good To Know: Bachelor's degree required for most systems analysts
WNC Academic Division: Science, Mathematics & Engineering

Total Requirements: 64 credits

Emphasis Requirements		40 Credits
CHEM 121	General Chemistry I	4
CIT 130	Beginning Java	3
CIT 260	Systems Analysis and Design I	3
CPE 201	Introduction to Computer Engineering	4
CS 135	Computer Science I	3
CS 202	Computer Science II	3
MATH 181	Calculus I	4
MATH 182	Calculus II	4
MATH 283	Calculus III	4
PHYS 180	Engineering Physics I	3
PHYS 180L	Engineering Physics I Lab	1
PHYS 181	Engineering Physics II	3
PHYS 181L	Engineering Physics II Lab	1

General Education Requirements	24 Credits
English/Communications Requirements (ENG 101 & ENG 102)	6
Fine Arts Requirements	3
Humanities Requirements	6
Social Sciences Requirements	6
U.S. and Nevada Constitution Requirements	3

* A list of all courses filling general education requirements for the Associate of Science are on the Associate of Science Degree Requirements page.

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COMPUTER SCIENCE - Suggested Course Sequence

First Semester        Completed    Third Semester        Completed
General Education                   CS 135                3 ☐
  Courses             6 ☐          General Education
CHEM 121              4 ☐            Courses              3 ☐
CIT 130               3 ☐          MATH 283              4 ☐
MATH 181              4 ☐          PHYS 181              3 ☐
                                   PHYS 181L             1 ☐
Second Semester       Completed
CIT 260               3 ☐          Fourth Semester       Completed
General Education                  General Education
  Courses             6 ☐            Courses              6 ☐
MATH 182              4 ☐          CPE 201               4 ☐
PHYS 180              3 ☐          CS 202                3 ☐
PHYS 180L             1 ☐
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ASSOCIATE OF SCIENCE - COMPUTER SCIENCE
Mission & Outcomes

Mission: The purpose of the Associate of Science in Computer Science degree is to prepare students with the necessary skills for transfer to a four-year university, in particular, University of Nevada, Reno. The degree is designed in such a manner as to provide students who do not have plans to continue on to a four-year university, the ability to obtain entry-level employment in the growing field of computing and information science.

Student Learning Outcomes: Students who complete programs in this academic area are expected to demonstrate that they

Know:
- practices and procedures required for transfer to a four-year institution,
- entry-level skill set, and
- theoretical principles relevant to their field of study.

Are able to:
- test successfully on competencies required to pass rigorous academic examinations of their skill level,
- communicate effectively and appropriately, in oral and written form,
- locate, evaluate and properly utilize the tools and resources appropriate to a computer science professional,
- acquire skills and perform tasks necessary for academic advancement,
- demonstrate effective communication and computation skills appropriate to the chosen academic discipline, and
- demonstrate the ability to obtain requirements, design, implement, test, debug and maintain computer programs in at least two computer programming languages.

Appreciate and Value:
- appropriate and effective presentation of themselves to potential employers, and
- standards of social, ethical, legal, accessibility and diversity issues of their work environment.

COMPUTER TECHNOLOGY PROGRAMS

WNC's Computer Technology programs are designed to offer students access to the rapidly changing and growing opportunities in the computer and information technology career field.

The college offers Associate of Applied Science degrees:
• Computer Networking Technology
• Information Technology

The college offers Certificates of Achievement:
• Computer Applications
• Computer Programming
• Network Support Technician
• System Administration Technician

Students also have the opportunity to achieve industry certification through nationally available testing programs.

COMPUTER TECHNOLOGY
Computer Applications Certificate of Achievement

The Computer Applications Certificate is designed for students seeking training and careers in the field area of administrative/executive assistant, office employee, or data entry.

WNC Academic Division: Business and Computer Technoloy

Total Requirements: 30 credits		
Subject Requirements		16 Credits
ACC 135B	Bookkeeping I	
or ACC 201	Financial Accounting	3
COT 101	Computer Keyboarding I	
or COT 102	Computer Keyboarding II	
or COT 200	Beginning Word Processing	
or COT 216	Intermediate Word Processing	3
COT 204	Using Windows	3
IS 101	Introduction to Information Systems	3
IS 201	Computer Applications	3

Choose six credits from the following classes:		
ACC 223B	Introduction to QuickBooks	3
BUS 112B	Customer Service	3
CIT 151	Beginning Web Development	
or GRC 175	Web Design and Publishing I	3
COT 200	Beginning Word Processing	
or COT 216	Intermediate Word Processing	3
COT 222	Desktop Publishing With Word Processing	3
COT 223	Advanced Desktop Publishing	3
COT 262	Intermediate Spreadsheets Concepts	3
COT 266	Intermediate Database Concepts	3

General Education Requirements	9 Credits
English/Communications Requirements	3
(Recommended: BUS 108; must include a writing course)	
Human Relations Requirement (Recommended: BUS 110B)	3
Mathematics Requirement (Recommended: BUS 109B)	3

* A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

COMPUTER APPLICATIONS - Suggested Course Sequence			
First Semester	Completed	Second Semester	Completed
English Course	3 ☐	Mathematics Course	3 ☐
ACC 135B	3 ☐	General Education Course	3 ☐
COT 101	3 ☐	COT 204	3 ☐
IS 101	3 ☐	IS 201	3 ☐
Program Elective	3 ☐	Program Elective	3 ☐

COMPUTER TECHNOLOGY
Computer Programming Certificate of Achievement

Salary: $48,300–$75,600 / year (Nevada)
Career Outlook: Slower than average growth through 2014
Good To Know: Best to know more than one programming language
WNC Academic Division: Business and Computer Technology

Total Requirements: 30 credits		
Core Requirements		21 Credits
CIT 130	Beginning Java	3
CIT 180	Database Concepts and SQL	3
CIT 260	Systems Analysis and Design I	3
IS 101	Introduction to Information Systems	3

Choose 9 credits from the following		
CIT 132	Beginning Visual Basic	3
CIT 133	Beginning C++	3
CIT 230	Advanced Java	3
CIT 232	Advanced Visual Basic	3
CIT 233	Advanced C++	3
CS 135	Computer Science I	3
CS 202	Computer Science II	3

General Education Requirements	9 Credits
English/Communications Requirements (Must include a writing course)	3
Human Relations Requirement	3
Mathematics Requirement	3

* A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

COMPUTER TECHNOLOGY - Suggested Course Sequence			
First Semester	Completed	Second Semester	Completed
CIT 130	3 ☐	CIT 260	3 ☐
CIT 180	3 ☐	Degree Electives	6 ☐
Degree Electives	3 ☐	General Education Courses	6 ☐
General Education Courses	3 ☐		
IS 101	3 ☐		

**CERTIFICATE OF ACHIEVEMENT - COMPUTER TECHNOLOGY
COMPUTER PROGRAMMING - Mission & Outcomes**

Mission: The Certificate of Achievement in Computer Programming is designed to give students the tools to not only make them better computer programmers, but to make them attractive to employers who are seeking entry-level employees with computer programming skills.

Student Learning Outcomes: Students who complete programs in this academic area are expected to demonstrate that they know:
• practices and procedures required for entry level employment, entry level skill set, and
• the theoretical principles relevant to computer information technology.

Are able to:
• test successfully on competencies required to pass industry certification exams,
• communicate effectively and appropriately, in oral and written form,
• locate, evaluate and properly utilize the tools and resources appropriate to a computer technology professional,
• acquire skills and perform tasks necessary for employment or career enhancement,
• demonstrate effective communication and computation skills appropriate to the field of computer information technology, and
• define a programming project scope, budget and schedule, then design, implement, test, debug, and maintain a software solution in at least two computer programming languages.

Appreciate and value:
• appropriate and effective presentation of themselves to potential employers, and
• standards of social, ethical, legal, accessibility, and diversity issues of their work environment.

COMPUTER TECHNOLOGY

Computer Networking Technology Associate of Applied Science

The Computer Networking Technology program is designed for students seeking career skills in computer networking environments. Students choose one of three specializations to customize their program: Network Technology Management, Security and Information Assurance, or Transfer Option.

Salary: $45,000–$72,000 / year (Nevada)
Career Outlook: Much faster than average growth through 2014
Good To Know: Businesses & government are investing heavily in 'cyber-security'
WNC Academic Division: Business and Computer Technology

Total Requirements: 60-61 credits

Program Requirements		40 Credits
CIT 161B	Essentials of Information Security	3
CIT 211	Microsoft Networking I	4
CIT 212	Microsoft Networking II	4
CIT 260	Systems Analysis and Design	3
CSCO 120B	CISCO Internetworking Academies I	4
CSCO 121B	CISCO Internetworking Academies II	4
CSCO 130B	Fundamentals of Wireless LANS	4
IS 101	Introduction to Information Systems	3
MGT 201	Principles of Management	3
or MGT 212	Leadership & Human Relations	
or MGT 283	Introduction to Human Resources Management	

Choose two courses from the following:

CIT 173	Linux Installation and Configuration	3
CIT 180	Database Concepts and SQL	4
CIT 213	Microsoft Networking III	4
CIT 214	Microsoft Networking IV	4
CIT 215	Microsoft Networking V	3
CIT 255	Web Server Administration I	3
CIT 256	Web Server Administration II	4
CSCO 220B	CISCO Internetworking Academies III	4
CSCO 221B	CISCO Internetworking Academies IV	3

General Education Requirements	21-22 Credits
English/Communications Requirement	6
(Recommended: BUS 107 & BUS 108; Must include a writing course)	
Humanities/Social Science Requirements	3
Mathematics Requirement (Recommended: MATH 126 or higher)	3
Science Requirement	6
U.S. and Nevada Constitution Requirements	3
General Electives	0-1

* A list of all courses filling general education requirements are on the Associate of Applied Science Degree Requirements page.

ASSOCIATE OF APPLIED SCIENCE - COMPUTER TECHNOLOGY
Mission & Outcomes

Mission: The purpose of the Associate of Applied Science degree in Computer Networking Technology is to provide graduates with up-to-date training in the management of information resources, including computer and networking operations, infrastructure and information security.

Student Learning Outcomes: Students who complete programs in occupational areas are expected to demonstrate that they know:
• practices and procedures required for entry level employment,
• entry level skill set, and
• theoretical principles relevant to their emphasis.

Are able to:
• test successfully on competencies required to pass industry standard certification exams,
• communicate effectively and appropriately, in oral and written form,
• locate, evaluate and properly utilize the tools and resources appropriate to a computer technology professional,
• acquire skills and perform tasks necessary for employment or career enhancement,
• demonstrate effective communication and computation skills appropriate to the chosen occupational field.

Appreciate and value:
• appropriate and effective presentation of themselves to potential employers, and
• standards of social, ethical, legal, accessibility, and diversity issues of their work environment.

COMPUTER TECHNOLOGY

Information Technology Associate of Applied Science

When computer and communications technologies are combined, the result is Information Technology! The Information Technology degree is designed to prepare students to perform a variety of duties ranging from installing applications to designing complex computer networks and maintaining information systems. Systems administrators can work in a variety of environments including manufacturing, health care, education, orstate and local government agencies. Every business has some kind of IT needs, and a graduate of this program will have a broad base of theory in and hands-on practice with many aspects of technology, especially the use of electronic devices and computer software to convert, store, protect, process, transmit, and retrieve information.

Salary: $27,363–$83,890 / year (U.S.)
Career Outlook: Much faster than average growth through 2014
Good To Know: Offers broad career opportunities & room for advancement
WNC Academic Division: Business and Computer Technology

Total Requirements: 64 credits

Core Requirements		**40 Credits**
CIT 129	Introduction to Programming	3
CIT 165B	Introduction to Convergence	3
CIT 211	Microsoft Networking I	4
CIT 212	Microsoft Networking II	4
CSCO 120B	CISCO Internetworking Academies I	4
CSCO 121B	CISCO Internetworking Academies II	4
ET 131B	Electronics I	4
ET 155B	Home Technology Convergence	4
ET 265B	Fundamentals of Telecommunications	3

Choose at least 7 credits from the following convergence electives:

ET 132B	Electronics II	4
ET 198B	Special Topics in Electronics	3-6
ET 200B	Electronics Projects	3-6
CIT 161B	Essentials of Information Security	3
CIT 213	Microsoft Networking III	4
CIT 214	Microsoft Networking IV	4
CIT 215	Microsoft Networking V	4
CIT 263B	Introduction To IT Project Management	3
CIT 269B	Advanced Convergence	3
CSCO 220B	CISCO Internetworking Academies III	4
CSCO 221B	CISCO Internetworking Academies IV	4
CSCO 130B	Fundamentals of Wireless LANs	4

General Education Requirements	**24 Credits**
English/Communications Requirement	6
(Recommended: BUS 107 & BUS 108: Must include a writing course)	
Human Relations Requirement	3
Humanities/Social Science Requirements	3
Mathematics Requirement	3
Science Requirement	6
U.S. and Nevada Constitution Requirements	3

* A list of all courses filling general education requirements for the Associate of Applied Science are on the Associate of Applied Science Degree Requirements page.

COMPUTER TECHNOLOGY - INFORMATION TECHNOLOGY
Suggested Course Sequence

First Semester	Completed	Third Semester	Completed
BUS 107	3 ☐	CIT 211	4 ☐
CSCO 120B	4 ☐	CIT 212	4 ☐
CSCO 121B	4 ☐	ET 155B	4 ☐
ET 131B	4 ☐	Science Course	3 ☐
Science Course	3 ☐	Social Science/	
		Humanities Course	3 ☐
Second Semester	Completed		
BUS 108	3 ☐	Fourth Semester	Completed
CIT 129	3 ☐	Convergence Elective	4 ☐
CIT 165B	3 ☐	ET 265B	3 ☐
Convergence Elective	3 ☐	Human Relations Course	3 ☐
MATH Course	3 ☐	US/Nev. Constitution	3 ☐

ASSOCIATE OF APPLIED SCIENCE - INFORMATION TECHNOLOGY
Mission & Outcomes

Mission: The purpose of the Associate of Applied Science degree in Information Technology is to provide employment-related knowledge and skills necessary to succeed in a chosen field of study.

Student Learning Outcomes: Students who complete programs in occupational areas are expected to demonstrate that they know:
• the subject matter appropriate to the emphasis of the degree

Are able to:
• communicate effectively and appropriately, in oral and written form,
• locate, evaluate and properly utilize the tools and resources appropriate to a computer technology professional,
• acquire skills and perform tasks necessary for employment or career enhancement

Have developed:
• an appreciation of the importance of social, ethical, legal and diversity issues
• an appreciation of the need and importance of lifelong learning

COMPUTER TECHNOLOGY
Network Support Technician Certificate of Achievement

Salary: $50,923–$83,890/ year (Nevada)
Career Outlook: Growth will be much faster than average through 2014
Good To Know: WNC is a CISCO Regional Academy. Companies will continue to invest heavily in their computer systems because of productivity gains and investment returns.
WNC Academic Division: Business and Computer Technology

Total Requirements: 33 – 35 credits

Subject Requirements 26 Credits

CIT 161B	Essentials of Information Security	3
CIT 263B	Introduction To IT Project Management	3
CSCO 120B	CISCO Internetworking Academies I	4
CSCO 121B	CISCO Internetworking Academies II	4
CSCO 130B	Fundamentals of Wireless LANs	4
CSCO 220B	CISCO Internetworking Academies III	4
CSCO 221B	CISCO Internetworking Academies IV	4

General Education Requirements 7-9 Credits

English/Communications Requirements (Must include a writing course)	3
Human Relations Requirement	1–3
Mathematics Requirement	3

* A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

COMPUTER TECHNOLOGY - NETWORK SUPPORT TECHNICIAN Suggested Course Sequence				
First Semester	Completed	Second Semester		Completed
English Course	3 ☐	Human Relation Course	1-3	☐
Mathematics Course	3 ☐	CIT 161B	3	☐
CIT 263B	4 ☐	CSCO 130B	4	☐
CSCO 120B	4 ☐	CSCO 220B	4	☐
CSCO 121B	4 ☐	CSCO 221B	4	☐

CERTIFICATE OF ACHIEVEMENT - COMPUTER TECHNOLOGY NETWORK TECHNICIAN - Mission & Outcomes

Mission: The purpose of the Network Support Technician certificate is to provide students with the knowledge and skills needed to succeed in their chosen careers.
Student Learning Outcomes: Students in the Computer Technologies Certificate programs are expected to:
Know:
• the compentencies required to successfully pass information technology certification exams.
Are able to:
• demonstrate the skills and competencies required of professionals in the information technology industry in real-world practice.
• communicate effectively and appropriately, in oral and written form, with employees, collegues and lay people.
• locate, evaluate and properly utilize the tools and resources appropriate to an information technology professional.
Appreciate:
• the need for continuing education and life long learning.

COMPUTER TECHNOLOGY
System Administration Technician Certificate of Achievement

Salary: $50,923–$83,890 / year (Nevada)
Career Outlook: Faster than average growth through 2014
Good To Know: Administrators design, install & support networks. Major employers include systems design firms, business management companies, colleges/universities, and government agencies.
WNC Academic Division: Business and Computer Technology

Total Requirements: 33 – 35 credits

Subject Requirements 24 Credits

CIT 161B	Essentials of Information Security	3
CIT 211	Microsoft Networking I	4
CIT 212	Microsoft Networking II	4
CIT 213	Microsoft Networking III	4
CIT 214	Microsoft Networking IV	4
CIT 215	Microsoft Networking V	4
CIT 263B	Introduction To IT Project Management	3

General Education Requirements 7–9 Credits

English/Communications Requirements (Must include a writing course)	3
Human Relations Requirement	1–3
Mathematics Requirement	3

* A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

COMPUTER TECHNOLOGY - SYSTEM ADMINISTRATION TECHNICIAN Suggested Course Sequence				
First Semester	Completed	Second Semester		Completed
English Course	3 ☐	Human Relation Course	1-3	☐
Mathematics Course	3 ☐	CIT 161B	3	☐
CIT 211	4 ☐	CIT 213	4	☐
CIT 212	4 ☐	CIT 214	4	☐
CIT 263B	3 ☐	CIT 215	4	☐

CERTIFICATE OF ACHIEVEMENT - COMPUTER TECHNOLOGY SYSTEM ADMINISTRATION TECHNICIAN - Mission & Outcomes

Mission: The purpose of the System Administration Technician certificate is to provide students with the knowledge and skills needed to succeed in their chosen careers.
Student Learning Outcomes: Students in the Computer Technologies Certificate programs are expected to:
Know:
• the compentencies required to successfully pass information technology certification exams.
Are able to:
• demonstrate the skills and competencies required of professionals in the information technology industry in real-world practice.
• communicate effectively and appropriately, in oral and written form, with employees, collegues and lay people.
• locate, evaluate and properly utilize the tools and resources appropriate to an information technology professional.
Appreciate:
• the need for continuing education and life long learning.

CONSTRUCTION TECHNOLOGY PROGRAM

The Construction Technology program prepares students for careers within the various construction industry disciplines. As construction technology students will possess a diversity of work experiences, skills and interests, the program accommodates a variety of study areas and competency levels to address student and industry needs.

The college offers both an associate degree and a new bachelor's degree in the field.

The program offers instruction which is critical to preparing skilled employees in the following areas:
- Construction Project Management
- Construction Management

The college also offers classes toward licensure in:
- Certified Inspector of Structures

Students must meet with a counselor and be admitted into the Construction Management program prior to enrolling in upper division courses.

Susan Muller, BTech Advisor: 775-445-3268 or smuller@wnc.edu

ASSOCIATE OF APPLIED SCIENCE - CONSTRUCTION TECHNOLOGY
Mission & Outcomes

Mission: The mission of the Associate of Applied Science degree in Construction Technology is to prepare students for entry level and mid-level positions within the various construction industry disciplines.

Student Learning Outcomes: Expectations for students completing the Construction Technology curriculum are as follows:

Construction Project Management
- know the tasks, responsibilities, and industry standards of the various trades,
- understand the responsibilities of subcontractors, general contractors, superintendents, project managers, architects and engineers,
- demonstrates the ability to communicate with the above entities per industry standards,
- demonstrates the ability to produce a construction schedule,
- understands the implementation and coordination of a construction schedule,
- demonstrates the ability to write construction contracts per industry standards,
- demonstrates an understanding of construction law,
- utilizes the various resources available to explore new construction methods an insure quality control,
- demonstrates the ability to favorably represent himself or herself to a potential employer.

Certified Inspector of Structures
- demonstrates an understanding of all components within a certified inspection,
- demonstrates the ability to conduct a certified inspection per NRS 645D,
- demonstrates the ability to produce a credible, professional report consistent with NRS 645D,
- successfully completes the State of Nevada examination for Certified Inspector of s1 Structures-Residential.

CONSTRUCTION TECHNOLOGY

Construction Project Management Associate of Applied Science

The Construction Project Management emphasis provides management training that addresses topics of critical importance to subcontractors, general contractors, superintendents and project managers. Students will study contract administration, coordination, negotiation, quality control and the management of labor resources, equipment and materials.

Salary: $45,800–$68,200 / year (Nevada)
Career Outlook: Faster than average growth through 2014
Good To Know: About 47 percent are self-employed.
WNC Academic Division: Technology

Total Requirements: 61 credits

Core Requirements		13 Credits
BI 101B	Introduction to Building Codes	3
CONS 108B	Construction Materials and Methods	3
CONS 120B	Blueprint Reading and Specification	3
CONS 121B	Principles of Construction Estimating	3
CONS 205B	Construction Site Safety	1

Emphasis Requirements		24 Credits
AC 198B	Special Topics in HVAC	2
CONS 114B	Soils, Sitework, Concrete and Testing	3
CONS 116B	Plumbing Principles and Methods	2
CONS 118B	Construction Contract Documents	3
CONS 216B	Structural Layout Assembly	2
CONS 230B	Electrical Distribution System	2
CONS 281B	Construction Planning Scheduling And Control	3
CONS 290B	Internship in Construction	3
SUR 161	Elementary Surveying	4
or SUR 265	Introduction to Construction Surveying	

General Education Requirements	24 Credits
English/Communications Requirement (Recommended: BUS 107, BUS 108)	6
Human Relations Requirement (Recommended: BUS 110B)	3
Humanities/Social Science Requirements	3
Mathematics Requirement (Recommended: MATH 110B)	3
Science Requirement (Recommended: PHYS 100)	6
U.S. and Nevada Constitution Requirements	3

* A list of all courses filling general education requirements for the Associate of Applied Science are on the Associate of Applied Science Degree Requirements page.

CONSTRUCTION TECHNOLOGY - Suggested Course Sequence

First Semester	Completed	Third Semester	Completed
BUS 107	3 ☐	CONS 116B	2 ☐
CONS 108B	3 ☐	CONS 118B	3 ☐
CONS 120B	3 ☐	CONS 216B	2 ☐
MATH 110B	3 ☐	CONS 281B	3 ☐
U.S./Nevada Constitution	3 ☐	PHYS 100	3 ☐
		SUR 119B	4 ☐
Second Semester	Completed		
Humanities/		Fourth Semester	Completed
Social Science Course	3 ☐	AC 198B	2 ☐
BI 101B	3 ☐	BUS 110B	3 ☐
BUS 108	3 ☐	CONS 114B	3 ☐
CONS 121B	3 ☐	CONS 230B	2 ☐
CONS 205B	1 ☐	CONS 290B	3 ☐
CONS 282B	2 ☐	Science Course	3 ☐

CONSTRUCTION MANAGEMENT
Bachelor of Technology

The Bachelor of Technology degree in Construction Management provides associate degree students, new students and skilled workers an educational route toward a career as a construction manager or supervisor. The 128 credit program combines knowledge in construction methods, planning and project management with business and supervisory skills. This program allows those who have completed an associate degree in construction technology to progress academically and earn a bachelor's degree. It also allows those already working in the construction field to enroll in an applicable baccalaureate degree program and expand career advancement possibilities. Students must meet with a counselor and be admitted into the program.

Information 775-445-3267

Salary: $61,197–$112,205 / year (Nevada)
Career Outlook: Average growth through 2014.
Good To Know: Construction managers are in charge of construction projects, such as buildings, roads or bridges. Those with a bachelor's degree have a better chance of finding jobs and earning higher pay.
WNC Academic Division: Technology

Total Requirements: 128 credits

Business Core		18 Credits
ACC 201	Financial Accounting	3
ECON 102	Principles of Microeconomics	3
ECON 103	Principles of Macroeconomics	3
ECON 261	Principles of Statistics I	3
MGT 323	Organizational Behavior and Interpersonal Behavior	3
MGT 367	Human Resource Management	3

Construction Core Requirements		62 Credits
AC 198B	Special Topics in HVAC	2
BI 101B	Introduction to Building Codes	3
CADD 100	Introduction to Computer Aided Drafting	3
CEE 411	Environmental Law	3
CEE 462	Construction Cost Estimating	3
CEE 463	Project Scheduling	3
CEE 464	Construction Law	2
CEE 465	Construction Cost Accounting	2
CEE 466	Construction Management	2
CEE 495	Special Topics	3
CONS 108B	Construction Materials and Methods	3
CONS 114B	Soils, Sitework, Concrete and Testing	3
CONS 116B	Plumbing Principles and Methods	2
CONS 118B	Construction Contract Documents	3
CONS 120B	Blueprint Reading and Specification	3
CONS 121B	Principles of Construction Estimating	3
CONS 205B	Construction Site Safety	1
CONS 216B	Structural Layout Assembly	2
CONS 230B	Electrical Distribution System	2
CONS 281B	Construction Planning Scheduling And Control	3
CONS 351	Advanced Project Supervision	5
CONS 451	Advanced Internship in Construction	2
SUR 161	Elementary Surveying	4
or SUR 265	Introduction to Construction Surveying	

* CONS 282B - Construction Law will be accepted in lieu CEE 464

General Education Requirements	48 Credits
Choose from the list on the next page	

Bachelor of Technology Admission Requirements

To be accepted into the program, a student must:
- Complete a minimum of 45 college credits or equivalent with a minimum 2.0 GPA.

Within the 45 credits:
    - A minimum of 12 credits must be in applicable construction courses. This requirement may be waived if the student has construction experience.
    - A minimum of 15 credits must be in applicable general education classes, including English 101.

OR:
- Have an associate degree in Construction Management from a regionally accredited institution.
- Meet with a WNC counselor.

CONSTRUCTION MANAGEMENT - Suggested Course Sequence

First Semester	Completed	Fifth Semester	Completed
CONS 108B	3 ☐	Math/Science Course	3 ☐
CONS 120B	3 ☐	CEE 411	3 ☐
ECON 102	3 ☐	CEE 462	3 ☐
ENG 101	3 ☐	CONS 351	5 ☐
MATH 126	3 ☐	MGT 323	3 ☐
U.S./Nevada Constitution	3 ☐		
		Sixth Semester	Completed
Second Semester	Completed	Capstone Course	3 ☐
English/Comm Course	3 ☐	Social Science Course	3 ☐
BI 101B	3 ☐	CEE 463	3 ☐
CADD 100	3 ☐	CONS 451	2 ☐
CONS 114B	3 ☐	MGT 367	3 ☐
ECON 103	3 ☐		
MATH 127	3 ☐	Seventh Semester	Completed
		Capstone Course	3 ☐
Third Semester	Completed	Fine Arts Course	3 ☐
CONS 116B	2 ☐	Social Science Course	3 ☐
CONS 216B	3 ☐	CEE 465	2 ☐
CONS 281B	3 ☐	CEE 466	2 ☐
ECON 261	3 ☐		
PHYS 100	3 ☐	Eighth Semester	Completed
SUR 161 or SUR 265	4 ☐	Capstone Course	3 ☐
		English/Comm Course	3 ☐
Fourth Semester	Completed	Humanities Course	3 ☐
Math/Science Course	3 ☐	CEE 464	2 ☐
AC 198B	2 ☐	CEE 495	3 ☐
ACC 201	3 ☐		
CONS 118B	3 ☐		
CONS 121B	3 ☐		
CONS 205B	1 ☐		
CONS 230B	2 ☐		

Bachelor of Technology in Construction Management
General Education Course List

Capstone Course-9 credits. Choose from:
Communication: 412
Economics: 334, 365
Management: 462, 469

English/Communications Requirements-9–11 credits. Choose from:
Business: 107, or
Communication: 113 or 213 or 215
English: 100, or 101
English: 102

Fine Arts Requirement-3 credits. Choose from:
Art: 100, 101, 124, 160, 224, 260, 261
Dance: 101
Humanities: 101
Music, Ensemble: 101
Music, General: 121
Theatre: 100, 105, 180

Humanities Requirement-3 credits. Choose from:
Core Humanities: 201, 202
English: 200, 223, 231, 232, 243, 250, 252, 261, 266, 267, 271, 275
History: 105, 106, 207, 247
Philosophy (except for PHIL 102, 105, 114)

Mathematics and Science Requirements-15 credits. Choose from:
a minimum of 5 credits in mathematics and 7 credits in science.

Mathematics	Science
Mathematics: 126 &127, 128 or higher	Chemistry: 100, 121, 201
Statistics: 152	Environmental Studies: 100
	Geology: 100, 101, 103
	Physics: 100, 151, 180

Social Sciences Requirement-6 credits. Choose from:
3 credits must be an upper division course (300-400 level, see a counselor).
Anthropology: 101, 201, 202, 205, 210, 212
Core Humanities: 203
Criminal Justice: 101, 102, 220, 230, 270
Geography: 106
History: 101, 102, 111, 217, 295
Journalism: 101
Political Science: 103, 105, 108, 208, 231, 295, 299
Psychology (except for PSY 210)
Social Work: 220
Sociology (except for SOC 210)

U.S. and Nevada Constitution Requirements-3 or 6 credits. Choose from:
Core Humanities: 203
History: 111, or
History: 101 & 217, or
History: 101 & 102, or
Political Science: 103, or
History and Political Science Combination (History 101, and, PSC 208)

CONSTRUCTION TECHNOLOGY
Certified Inspector of Structures State of Nevada

These licensing programs fulfill the minimum course requirements needed for licensure as a certified inspector of structures-residential. For more information please contact State of Nevada, Real Estate Division, or Bill Oney at 775-445-3353.

WNC Academic Division: Technology

Total Requirements: 10 credits

License Requirements		10 Credits
CONS 260B	Certified Inspectors of Structures-Residential	3
CONS 261B	Under-Floor Inspections-Certified Inspector	1
CONS 262B	Above-Floor Inspections for Certified Inspector	2
CONS 263B	Supervised Residential Inspections for Certification	4

CRIMINAL JUSTICE PROGRAM

WNC offers associate degrees and certificates of achievement in the field of criminal justice.

Two-year associate degrees include:
- Criminal Justice
- Criminal Justice Transfer Program
- Law Enforcement/Police Academy

One-year certificate programs are offered in the following areas for students desiring more basic skills:
- 9-1-1 Dispatch Telecommunications
- Law Enforcement/Academy

Criminal Justice programs are listed alphabetically.

Information, call 775-445-4282

CRIMINAL JUSTICE
Associate of Applied Science

The Criminal Justice Associate of Applied Science degree prepares students for a career in Law Enforcement, whether it be Probation and Parole, Corrections, Juvenile Justice or Law Enforcement. With this degree, students will understand the basics of criminal law and law enforcement pertaining to each of these career areas.

Salary: $47,561–$69,386 / year (Nevada)
Career Outlook: Faster than average growth through 2014
Good To Know: Must be physically fit; may work weekends, holidays & nights
WNC Academic Division: Social Science, Education, Humanities & Public Service

Total Requirements: 60 credits

Core Requirements		18 Credits
CRJ 101	Introduction to Criminal Justice I	3
CRJ 102	Introduction to Criminal Justice II	3
CRJ 164	Principles of Investigation	3
CRJ 220	Criminal Procedures	3
CRJ 230	Criminal Law	3
CRJ 270	Introduction to Criminology	3

Emphasis Requirements		18 Credits
Choose 9 credits from the following:		
CRJ 106	Introduction to Corrections	3
CRJ 155	Juvenile Justice System	3
CRJ 211	Police in America	3
CRJ 225	Criminal Evidence	3
CRJ 265	Introduction to Physical Evidence	3

Choose 9 credits from the following:

Code	Title	Credits
BUS 107	Business Speech Communications	3–6
or BUS 108	Business Letters and Reports	
COM 113	Fundamentals of Speech Communication	3
COT 105	Computer Literacy	3
or IS 201	Computer Applications	
CPD 116	Substance Abuse-fundamental Facts	3
or CPD 117	Introduction to Counseling	
CRJ 295	Work Experience - Corrections	1–6
or CRJ 296	Work Experience - Juvenile Justice	
or CRJ 297	Work Experience - Law Enforcement	
or CRJ 298	Work Experience - Probation and Parole	
IS 101	Introduction to Information Systems	3
MGT 201	Principles of Management	3–6
or MGT 212	Leadership & Human Relations	
or MGT 235	Organizational Behavior	
or MGT 283	Introduction to Human Resources Management	
SW 220	Introduction to Social Work	3–6
or SW 230	Crisis Intervention	
Any Foreign Language		3–6
Any other Criminal Justice course except CRJ 110B		1–9
Any Psychology course except PSY 210		1–6
Any Sociology course except SOC 210		1–6

General Education Requirements	24 Credits
English/Communications Requirement	6
(Recommended: ENG 101, ENG 102; must include a writing course)	
Humanities/Social Science Requirements	3
(Humanities Course Required)	
Mathematics Requirement	3
Science Requirement	6
U.S. and Nevada Constitution Requirements	3
General Electives	3

* A list of all courses filling general education requirements for the Associate of Applied Science are on the Associate of Applied Science Degree Requirements page.

Note: Students are REQUIRED to complete a POST certified course to become a law enforcement officer in Nevada. This degree does NOT take the place of that certification.

ASSOCIATE OF APPLIED SCIENCE - CRIMINAL JUSTICE
Mission & Outcomes

Mission: The purpose of the Associate of Applied Science in Criminal Justice is to provide employment-related knowledge and skills necessary to succeed in a chosen field of study.

Student Learning Outcomes: Students who complete Associate of Applied Science in Criminal Justice are expected to demonstrate that they

- Meet the general education requirements of WNC
- Maintain the proper attitude for law enforcement
- Articulate the legal requirements of search and seizure
- Recognize and evaluate criminal law
- Process crime scenes
- Demonstrate the difference between juvenile and adult crime
- Analyze theories for committing crime

CRIMINAL JUSTICE
Law Enforcement/Academy Associate of Applied Science

The Law Enforcement Academy emphasis is designed to prepare students for various careers within the field of criminal justice. In Nevada, a Category I and III Post Certificate is necessary for most local and state jobs in the criminal justice field. This major, with the Western Nevada State Peace Officer Academy as the emphasis, allows a student to go right into a criminal justice career in Nevada.

Salary: $49,881–$69,386 / year (Nevada)
Career Outlook: Average growth through 2014
Good To Know: Communication skills are important; may work weekends, holidays and nights. Good salaries and benefits
WNC Academic Division: Social Science, Education, Humanities & Public Service

Total Requirements: 66.5 credits

Core Requirements		18 Credits
CRJ 101	Introduction to Criminal Justice I	3
CRJ 102	Introduction to Criminal Justice II	3
CRJ 164	Principles of Investigation	3
CRJ 220	Criminal Procedures	3
CRJ 230	Criminal Law	3
CRJ 270	Introduction to Criminology	3

Emphasis Requirements		33.5 Credits
CRJ 103	Communication Within the Criminal Justice Field	3
CRJ 266B*	Western Nevada State Peace Officer Academy	27
EMS 100B	Healthcare Provider CPR	0.5
EMS 113B	First Responder	3

* Spring and summer class that will fulfill the POST requirement

General Education Requirements	15 Credits
English/Communications Requirement	3
(Writing course required. Recommended: ENG 101)	
Mathematics Requirement	3
Science Requirement	6
U.S. and Nevada Constitution Requirements	3

* A list of all courses filling general education requirements for the Associate of Applied Science are on the Associate of Applied Science Degree Requirements page.

Note: Documentation and currency of health insurance (card) is required.

CRIMINAL JUSTICE - Suggested Course Sequence

First Semester	Completed	Third Semester	Completed
CRJ 101	3 ☐	CRJ 230	3 ☐
General Education Courses	9 ☐	CRJ 270	3 ☐
		General Education Courses	3 ☐
Second Semester	Completed		
CRJ 102	3 ☐	Fourth Semester	Completed
CRJ 164	3 ☐	CRJ 103	3 ☐
CRJ 220	3 ☐	CRJ 266B	27 ☐
General Education Courses	3 ☐	EMS 100B	0.5 ☐
		EMS 113B	3 ☐

CRIMINAL JUSTICE
Law Enforcement/Academy Certificate of Achievement

WNC Academic Division: Social Science, Education, Humanities & Public Service

Total Requirements: 39.5 credits

Core Requirements		33.5 Credits
CRJ 103	Communication Within the Criminal Justice Field	3
CRJ 266B*	Western Nevada State Peace Officer Academy	27
EMS 100B	Healthcare Provider CPR	0.5
EMS 113B	First Responder	3

* Spring and summer class that will fulfill the POST requirement

General Education Requirements	6 Credits
English/Communications Requirements	3
(Writing course required. Recommended: ENG 101)	
Mathematics Requirement	3

* A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

CERTIFICATE OF ACHIEVEMENT - CRIMINAL JUSTICE
LAW ENFORCEMENT/ACADEMY - Mission & Outcomes

Mission: The purpose of the Certificate of Achievement in Law Enforcement is to ensure that the students have the necessary knowledge and skills to become a Peace Officer in the state of Nevada, take, and pass the Peace Officers Standards and Training test.

Student Learning Outcomes:
- Prepare to become Law Enforcement Officers in the state of Nevada by getting all necessary education and skills required by the state of Nevada
- Be properly prepared to take and pass the Police Officers Standards and Training test for the state of Nevada

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ASSOCIATE OF APPLIED SCIENCE - CRIMINAL JUSTICE
LAW ENFORCEMENT/ACADEMY - Mission & Outcomes

Mission: The purpose the Associate of Applied Science in Criminal Justice/Law Enforcement Academy (Western Nevada State Peace Officer Academy) is to provide employment-related knowledge and skills necessary to succeed in a chosen field of study.

Student Learning Outcomes: Students who complete the Associate of Applied Science in Criminal Justice/Law Enforcement Academy are expected to demonstrate that they
- Have met the general education requirements of WNCC
- Maintain proper professional attitude for law enforcement
- Articulate the legal requirements of search and seizure
- Recognize and evaluate criminal law
- Process crime scenes
- Maintain crime scenes
- Analyze theories for committing crimes
- Are prepared to take and pass the Police Officer Standards and Training test to become deputy sheriffs, police officers, juvenile probation officers, attorney general investigators, district attorney investigators, parole and probation officers, and correctional officers

CRIMINAL JUSTICE
Associate of Arts Transfer Emphasis

The Criminal Justice transfer emphasis is an Associate of Arts degree for students who are planning to transfer to the University of Nevada, Reno, the University of Nevada, Las Vegas, or any other four-year institution.

Salary: $55,178–$77,688 / year (Nevada)
Career Outlook: Depends on specialization; demand is strong for investigators & detectives in a security conscious society
Good To Know: Must enforce laws, gather facts & evidence; may also work with the public
WNC Academic Division: Social Science, Education, Humanities & Public Service

Total Requirements: 60 credits

Core Requirements		21–24 Credits
CRJ 101	Introduction to Criminal Justice I	3
CRJ 102	Introduction to Criminal Justice II	3
CRJ 106	Introduction to Corrections	3
or CRJ 211	Police in America	
CRJ 164	Principles of Investigation	3
CRJ 222	Criminal Law and Procedure	3
or CRJ 220	Criminal Procedures	
or CRJ 230	Criminal Law	
CRJ 225	Criminal Evidence	3
CRJ 270	Introduction to Criminology	3

General Education Requirements	36–39 Credits
English/Communications Requirements	6
(ENG 101 & ENG 102 Required)	
Fine Arts Requirement	3
Humanities Requirement	6
Mathematics Requirement	3
Science Requirement	6
Social Sciences Requirement	3
U.S. and Nevada Constitution Requirements	3
General Electives	6-9

(Recommended: ANTH 101, CPD 116, CPD 117, PSY 101, PSY 233, PSY 234, PSY 280, SOC 101, SW 230, up to eight credits of Spanish courses)

* A list of all courses filling general education requirements for the Associate of Arts are on the Associate of Arts Degree Requirements page.-

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CRIMINAL JUSTICE - Suggested Course Sequence

First Semester		Completed	Third Semester		Completed
CRJ 101	3	☐	CRJ 225	3	☐
CRJ 106 or CRJ 211	3	☐	CRJ 270	3	☐
ENG 101	3	☐	Degree Electives	3	☐
General Education Courses	6	☐	General Education Courses	6	☐

Second Semester		Completed	Fourth Semester		Completed
CRJ 102	3	☐	CRJ 222	3	☐
CRJ 164	3	☐	Degree Electives	3	☐
Degree Electives	3	☐	General Education Courses	9	☐
ENG 102	3	☐			
General Education Courses	3	☐			

CRIMINAL JUSTICE
9-1-1 Dispatch Telecommunications Certificate of Achievement

The Public Safety Telecommunicator Course, commonly called the 9-1-1 Dispatch program will be offered each spring semester in the evenings. Look for CRJ 260B in the WNC class schedule.

The course is designed to train students in the exciting field of emergency 9-1-1 dispatching. Candidates will learn radio communication skills, map reading skills, CPR and first aid, laws, crime classifications, and crisis intervention techniques. Participants will also be required to ride along with police and fire departments and participate in 32 hours at a dispatch center.

Participants will attend the 12-credit semester-long program on Monday, Tuesday and Wednesday evenings from 6-10 pm. Each day, before classroom instruction, candidates will spend one hour in the computer lab, working on keyboarding skills. Students will need to attend classes on the final two weekends of the semester for their final exams. Exams will consist of dispatching for the WNC police cadets during their high risk vehicle stops and domestic violence scenarios.

After graduation candidates will be prepared to apply for jobs for fire departments, police and sheriff's agencies, even taxi cab companies, ambulance companies...any place that has dispatching needs.

Salary: $39,626–$58,596 / year (Nevada)
Career Outlook: Average growth through 2014
Good To Know: Bilingual dispatchers are in great demand
WNC Academic Division: Social Science, Education, Humanities & Public Service

Total Requirements: 31 – 34 credits

Core Requirements		12 Credits
CRJ 260B	911 Dispatch Emergency Telecommunicator Academy	12

Subject Requirements		9–10 Credits
CRJ 101	Introduction to Criminal Justice I	3
CRJ 102	Introduction to Criminal Justice II	3
SPAN 101B	Spanish, Conversational I	3
or SPAN 111	First Year Spanish I	4

General Education Requirements		10–12 Credits
English/Communications Requirements		6
(Must include writing course)		
Human Relations Requirement		1–3
Mathematics Requirement		3

* A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

ASSOCIATE OF ARTS - CRIMINAL JUSTICE - Mission & Outcomes

Mission: The purpose of the Associate of Arts degree is to provide the academic knowledge and skills for successful transfer to meet higher educational goals.

Student Learning Outcomes: Students who complete their Associate of Arts degree in Criminal Justice are expected to demonstrate that they
- Meet the general education requirements of WNC
- Recognize and evaluate laws pertaining to Criminal Justice
- Develop strategies for maintaining order
- Converse in the history of law enforcement
- Analyze theories for committing crime
- Maintain the proper attitude for law enforcement
- Have an acute awareness of cultural diversity

CUSTOMER SERVICE
Certificate of Achievement

The Customer Service Certificate of Achievement supports student opportunities in careers which focus on the service industry. It is designed to develop vital skills for success in all facets of business and industry. Emphasis focuses on effective communication, problem solving and customer satisfaction.

Salary: $24,347–$36,693 / year (Nevada)
Career Outlook: Faster than average growth through 2014
Good To Know: Positions are located throughout the country in various types of companies. Customer service representatives try to solve customer complaints.
WNC Academic Division: Business and Computer Technology

Total Requirements: 30 credits

Subject Requirements		15 Credits
BUS 101	Introduction to Business	3
or MGT 103	Small Business Management	
BUS 110B	Human Relations For Employment	3
or MGT 212	Leadership & Human Relations	
BUS 112B	Customer Service	3
BUS 113B	Workplace Attitude Development	1
BUS 114B	Effective Listening and First Impressions	1
BUS 115B	Workplace Time Management & Goal Setting	1
BUS 116B	Effective Telephone Techniques	1
BUS 118B	Resolving Customer Complaints	1
BUS 119B	Work Decision Making & Conflict Resolution	1

Subject Requirements		6 Credits
Choose 6 credits from the following:		
BUS 286B	Developing Your Resume	1
BUS 287B	Interviewing Techniques	1
MGT 201	Principles of Management	3
MGT 235	Organizational Behavior	3
MGT 283	Introduction to Human Resources Management	3
Choose from any ACC prefix		3
Choose from any CIT, COT or IS prefix		0.5–1
Choose from any MKT prefix		1–6

General Education Requirements	9 Credits
English/Communications Requirements	6
(Recommended: BUS 107, BUS 108; Must include a writing course)	
Mathematics Requirement	3
(BUS 109B or higher level mathematics course)	

* A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

CUSTOMER SERVICE
Certificate of Completion Options

The Customer Service Certificates of Completion allow students to choose four, eight, or all 12 credits and earn certificates which document their efforts in this vital specialty area. Students also have the opportunity to expand on their experience and earn the 30-credit Certificate of Achievement.

Level One: 4-credit certificate
Level Two: 8-credit certificate
Level Three: 12-credit certificate

WNC Academic Division: Business And Computer Technology

Total Requirements: 4-12 credits

Certification Requirements		4–12 Credits
Choose 4, 8 or 12 credits from the following:		
BUS 110B	Human Relations For Employment	3
or MGT 212	Leadership & Human Relations	
BUS 112B	Customer Service	3
BUS 113B	Workplace Attitude Development	1
BUS 114B	Effective Listening and First Impressions	1
BUS 115B	Workplace Time Management & Goal Setting	1
BUS 116B	Effective Telephone Techniques	1
BUS 118B	Resolving Customer Complaints	1
BUS 119B	Work Decision Making & Conflict Resolution	1

DEAF STUDIES
Associate of Arts

The Deaf Studies degree will prepare students for transfer to a bachelor's program/degree in Deaf Studies or a related academic field. Courses will help students develop knowledge about American Sign Language, cultural impacts related to being deaf or hard of hearing, and the state of Nevada statutory regulations which govern interpreting.

Salary: $29,519–$65,587 / year (Nevada)
Career Outlook: Faster than average growth through 2014
Good To Know: Interpreters may be paid by the day, often by the courts or schools. New laws may require more interpreters.
WNC Academic Division: Communication and Fine Arts

Total Requirements: 60 credits

Program Requirements		**24 Credits**
AM 145	American Sign Language I	4
AM 146	American Sign Language II	4
AM 147	American Sign Language III	4
AM 148	American Sign Language IV	4
AM 151	Fingerspelling I	1
AM 152	Fingerspelling II	1
AM 153	Deaf Culture	3
AM 154	Deaf History	3

General Education Requirements	**36 Credits**
English/Communications Requirements (ENG 101, ENG 102)	6
Fine Arts Requirement (Recommended: THTR 105)	3
Humanities Requirement	6
Mathematics Requirement (MATH 120 or higher)	3
Science Requirement	6
Social Sciences Requirement	9
U.S. and Nevada Constitution Requirements	3

* A list of all courses filling general education requirements for the Associate of Arts are on the Associate of Arts Degree Requirements page.

DEAF STUDIES - Suggested Course Sequence

First Semester	Completed	Third Semester	Completed
AM 145	4 ☐	AM 147	4 ☐
General Education Courses	12 ☐	AM 151	1 ☐
		AM 153	3 ☐
Second Semester	Completed	General Education Courses	6 ☐
AM 146	4 ☐		
AM 154	3 ☐	Fourth Semester	Completed
General Education Courses	9 ☐	AM 148	4 ☐
		AM 152	1 ☐
		General Education Courses	9 ☐

AMERICAN SIGN LANGUAGE
Certificate of Achievement

WNC Academic Division: Communication and Fine Arts

Total Requirements: 30 credits

Subject Requirements		**18 Credits**
AM 145	American Sign Language I	4
AM 146	American Sign Language II	4
AM 147	American Sign Language III	4
AM 148	American Sign Language IV	4
AM 151	Fingerspelling I	1
AM 152	Fingerspelling II	1

General Education Requirements	**12 Credits**
English/Communications Requirements (Must include a writing course)	6
Human Relations Requirement	3
Mathematics Requirement	3

* A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

AMERICAN SIGN LANGUAGE - Suggested Course Sequence

First Semester	Completed	Third Semester	Completed
AM 145	4 ☐	AM 147	4 ☐
General Education Course	3 ☐	AM 151	1 ☐
		General Education Courses	3 ☐
Second Semester	Completed		
AM 146	4 ☐	Fourth Semester	Completed
General Education Courses	3 ☐	AM 148	4 ☐
		AM 152	1 ☐
		General Education Courses	3 ☐

DESKTOP PUBLISHING
Certificate of Achievement

WNC Academic Division: Business and Computer Technology

Total Requirements: 30 credits

Subject Requirements		15 Credits
COT 204	Using Windows	3
COT 222	Desktop Publishing With Word Processing	3
COT 223	Advanced Desktop Publishing	3
GRC 118	Computer Graphics - Print Media	3
IS 101	Introduction to Information Systems	3

Choose six from the following classes:

ART 107	Design Fundamentals I (2-D)	
or GRC 107	Design Fundamentals	3
ART 243	Digital Imaging I	
or GRC 183	Electronic Imaging	3
ART 244	Digital Imaging II	
or GRC 283B	Electronic Imaging	3
CIT 151	Beginning Web Development	
or GRC 175	Web Design and Publishing I	3
IS 201	Computer Applications	3
MKT 210	Marketing Principles	3

General Education Requirements	9 Credits
English/Communications Requirements	3
(Recommended: BUS 108; must include a writing course)	
Human Relations Requirement (Recommended: BUS 110B)	3
Mathematics Requirement (Recommended: BUS 109B)	3

A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

DESKTOP PUBLISHING - Suggested Course Sequence

First Semester	Completed	Second Semester	Completed
English Course	3 ☐	Mathematics Course	3 ☐
COT 222	3 ☐	General Education Courses	3 ☐
GRC 118	3 ☐	COT 204	3 ☐
IS 101	3 ☐	COT 223	3 ☐
		Program Elective	3 ☐

DRAFTING TECHNOLOGY - ARCHITECTURAL
Associate of Applied Science

The Drafting Technology-Architectural emphasis is designed to concentrate course work in architecturally oriented subjects. Students will be taking several courses offered through the Construction Technology Program.

Salary: 40,427–$58,369 / year (Nevada)
Career Outlook: Depends on specialty - greatest demand is for architectural & civil drafters, but slower than average through 2014
Good To Know: Specialize in drawing features of buildings & other structures
WNC Academic Division: Technology

Total Requirements: 60 credits

Core Requirements		12 Credits
CADD 100	Introduction to Computer Aided Drafting	3
CADD 105	Intermediate Computer-Aided Drafting	3
CADD 200	Advanced Computer Aided Drafting	3
DFT 100	Basic Drafting Principles	3

Emphasis Requirements		24 Credits
BI 101B	Introduction to Building Codes	3
CADD 120B	Architectural Drafting I	3
CADD 225B	Architectural Computer Aided Drafting I	3
CONS 108B	Construction Materials and Methods	3
CONS 120B	Blueprint Reading and Specification	3

Choose 3 credits from the following Capstone Courses:

CADD 210B	CADD Project	3
CADD 290B	Internship in CADD	3

Choose 6 credits from the following degree electives:

CADD 198B	Special Topics in CADD	3
CADD 210B	CADD Project	3
CADD 220B	Architectural Drafting II	3
CADD 290B*	Internship in CADD	3
CADD 295B	Independent Study	3
CONS 114B	Soils, Sitework, Concrete and Testing	3
CONS 118B	Construction Contract Documents	3
CONS 121B	Principles of Construction Estimating	3
CONS 201B	Regulatory Agencies	1
CONS 282B	Construction Law	2

* May be taken only if not previously used to meet degree requirements.

General Education Requirements	24 Credits
English/Communications Requirement	6
(Recommended: BUS 107, BUS 108 must include a writing course)	
Human Relations Requirement (Recommended: BUS 110B)	3
Humanities/Social Science Requirements	3
Mathematics Requirement (MATH 127 or higher)	3
Science Requirement (Physics Recommended)	6
U.S. and Nevada Constitution Requirements	3

* A list of all courses filling general education requirements for the Associate of Applied Science are on the Associate of Applied Science Degree Requirements page.

DRAFTING TECHNOLOGY - ARCHITECTURAL
Certificate of Achievement

WNC Academic Division: Technology

Total Requirements: 31 credits

Subject Requirements		21 Credits
CADD 100	Introduction to Computer Aided Drafting	3
CADD 105	Intermediate Computer-Aided Drafting	3
CADD 120B	Architectural Drafting I	3
CONS 120B	Blueprint Reading and Specification	3
DFT 100	Basic Drafting Principles	3
CADD Electives		6

General Education Requirements	10 Credits
English/Communications Requirements	6
(Recommended: BUS 108; must include a writing course)	
Human Relations Requirement	1
Mathematics Requirement	3
(MATH 110B, MATH 127 or higher level math course, except STAT 152)	

* A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

Note: MATH 110B does not fulfill the requirement for the Associate of Drafting Technology - Architectural Emphasis.

DRAFTING TECHNOLOGY - ARCHITECTURAL - Suggested Course Sequence

First Semester	Completed	Third Semester	Completed
BUS 107	3 ☐	BUS 110B	3 ☐
CADD 100	3 ☐	CADD 200	3 ☐
CADD 120B	3 ☐	CADD 225B	3 ☐
CONS 120B	3 ☐	Degree Elective	3 ☐
DFT 100	3 ☐	Science Course	3 ☐
Second Semester	Completed	Fourth Semester	Completed
BUS 108	3 ☐	BI 101B	3 ☐
CADD 105	3 ☐	CADD 210B or CADD 290B	
CONS 108B	3 ☐	(Capstone Course)	3 ☐
MATH 127	3 ☐	Degree Elective	3 ☐
Science Course	3 ☐	Humanities/Social Science	
		Course	3 ☐
		U.S./Nevada Constitution	3 ☐

ASSOCIATE OF APPLIED SCIENCE
DRAFTING TECHNOLOGY-ARCHITECTURAL
Mission & Outcomes

Mission: The mission of the Associate of Applied Science degree is to provide employment-related knowledge and skills necessary to succeed in a chosen field of study.

Student Learning Outcomes: Students who complete an Associate of Applied Science in Drafting Technology will be able to demonstrate:
• knowledge of the subject matter appropriate to the Drafting Technology.
Are able to do the following:
• acquire skills and perform tasks necessary for employment for a career enhancement in the drafting field,
• present themselves effectively to a potential employer,
• effective communication and computation skills appropriate to the drafting field, and
• utilize appropriate resources to remain current in the drafting field.

DRAFTING TECHNOLOGY - CIVIL
Associate of Applied Science

The Drafting Technology Civil Drafting emphasis is designed to concrete course work in civil drafting oriented subjects. Students will be taking several courses offered through the Construction Technology program.

Salary: $40,427–$58,369 / year (Nevada)
Career Outlook: Depends on specialty - greatest demand is for architectural & civil drafters, but slower than average through 2014
Good To Know: Specialize in drawings & maps of highways, pipelines & water systems
WNC Academic Division: Technology

Total Requirements: 60 credits

Core Requirements		12 Credits
CADD 100	Introduction to Computer Aided Drafting	3
CADD 105	Intermediate Computer-Aided Drafting	3
CADD 200	Advanced Computer Aided Drafting	3
DFT 100	Basic Drafting Principles	3

Emphasis Requirements		24 Credits
CADD 230B	Civil Drafting I	3
CEE 140	Introduction to Civil Engineering	2
CONS 114B	Soils, Sitework, Concrete and Testing	3
CONS 120B	Blueprint Reading and Specification	3
SUR 119B	Construction Surveying	2

Choose 3 credits from the following capstone courses:

CADD 231B	Civil Drafting II	3
CADD 290B	Internship in CADD	3

Choose 8 credits from the following degree electives:

CADD 210B	CADD Project	3
CADD 225B	Architectural Computer Aided Drafting I	3
CADD 290B*	Internship in CADD	3
CONS 118B	Construction Contract Documents	3
CONS 121B	Principles of Construction Estimating	3
CONS 201B	Regulatory Agencies	1
CONS 220B	Advanced Sitework Estimating	3
CONS 282B	Construction Law	1

* May be taken only if not previously used to meet degree requirements.

General Education Requirements		24 Credits
English/Communications Requirement		6
(Recommended: BUS 107, BUS 108) Must include a writing course		
Human Relations Requirement (Recommended: BUS 110B)		3
Humanities/Social Science Requirements		3
Mathematics Requirement (MATH 127 or higher)		3
Science Requirement (Physics Recommended)		6
U.S. and Nevada Constitution Requirements		3

* A list of all courses filling general education requirements for the Associate of Applied Science are on the Associate of Applied Science Degree Requirements page.

DRAFTING TECHNOLOGY - CIVIL - Suggested Course Sequence

First Semester		Completed	Third Semester		Completed
BUS 107	3	☐	CADD 200	3	☐
CADD 100	3	☐	CONS 114B	3	☐
CEE 140	2	☐	Degree Elective	3	☐
Degree Elective	3	☐	Humanities/Social Science		
DFT 100	3	☐	Course	3	☐
			MATH 127	3	☐
Second Semester		Completed	Science Course	3	☐
BUS 110B	3	☐			
CADD 105	3	☐	Fourth Semester		Completed
CADD 230B	3	☐	BUS 108	3	☐
CONS 120B	3	☐	CADD 231B or CADD 290B		
Science Course	3	☐	(Capstone Course)	3	☐
			Degree Elective	2	☐
			SUR 119B	2	☐
			U.S./Nevada Constitution	3	☐

ASSOCIATE OF APPLIED SCIENCE DRAFTING TECHNOLOGY - CIVIL
Mission & Outcomes

Mission: The mission of the Associate of Applied Science degree is to provide employment-related knowledge and skills necessary to succeed in a chosen field of study.

Student Learning Outcomes: Students who complete an Associate of Applied Science in Drafting Technology will be able to demonstrate:
• knowledge of the subject matter appropriate to the Drafting Technology.

Are able to do the following:
• acquire skills and perform tasks necessary for employment for a career enhancement in the drafting field,
• present themselves effectively to a potential employer,
• effective communication and computation skills appropriate to the drafting field, and
• utilize appropriate resources to remain current in the drafting field.

DRAFTING TECHNOLOGY - MECHANICAL
Associate of Applied Science

The Drafting Technology-Mechanical emphasis is designed to concentrate course work in subjects related to manufacturing and machining.

Salary: $40,048–$55,174 / year (Nevada)
Career Outlook: Slower than average growth through 2014
Good To Know: Most use computer-aided drafting (CAD) systems, but some still is done manually
WNC Academic Division: Technology

Total Requirements: 60 credits

Core Requirements — 12 Credits

CADD 100	Introduction to Computer Aided Drafting	3
CADD 105	Intermediate Computer-Aided Drafting	3
CADD 200	Advanced Computer Aided Drafting	3
DFT 100	Basic Drafting Principles	3

Emphasis Requirements — 24 Credits

CADD 140	Technical Drafting I	3
CADD 141B	Technical Drafting II	3
CADD 245	Solid Modeling and Parametric Design	3
COT 204	Using Windows	3
DFT 110B	Blueprint Reading For Industry	3

Choose 3 credits from the following Capstone Courses:

CADD 210B	CADD Project	3
CADD 290B	Internship in CADD	3

Choose 6 credits from the following degree electives:

CADD 210B	CADD Project	3
CADD 242	Advanced Technical Drafting	3
CADD 260B	Introduction to CAD/CAM	3
CADD 290B*	Internship in CADD	3
CADD 295B	Independent Study	3
MTT 105B	Machine Shop I	3

* May be taken only if not previously used to meet degree requirements.

General Education Requirements — 24 Credits

English/Communications Requirement	6
(Recommended: BUS 107, BUS 108)	
Human Relations Requirement (Recommended: BUS 110B)	3
Humanities/Social Science Requirements	3
Mathematics Requirement (MATH 127 or higher)	3
Science Requirement (Physics recommended)	6
U.S. and Nevada Constitution Requirements	3

* A list of all courses filling general education requirements for the Associate of Applied Science are on the Associate of Applied Science Degree Requirements page.

DRAFTING TECHNOLOGY - MECHANICAL
Certificate of Achievement

WNC Academic Division: Technology

Total Requirements: 31 credits

Subject Requirements — 21 Credits

CADD 100	Introduction to Computer Aided Drafting	3
CADD 105	Intermediate Computer-Aided Drafting	3
CADD 141B	Technical Drafting II	3
DFT 100	Basic Drafting Principles	3
DFT 110B	Blueprint Reading For Industry	3
CADD Electives		6

General Education Requirements — 10 Credits

English/Communications Requirements	6
(Recommended: BUS 108; must include a writing course)	
Human Relations Requirement	1
Mathematics Requirement (MATH 110B, MATH 127 or higher level math course, except STAT152)	3

* A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

Note: MATH 110B does not fulfill the requirement for the Associate of Applied Science in Drafting Technology - Mechanical Emphasis, which requires MATH 127 or higher.

DRAFTING TECHNOLOGY - MECHANICAL - Suggested Course Sequence

First Semester	Completed	Third Semester	Completed
BUS 107	3 ☐	BUS 108	3 ☐
CADD 100	3 ☐	CADD 141B	3 ☐
COT 204	3 ☐	CADD 200	3 ☐
DFT 100	3 ☐	Degree Elective	3 ☐
DFT 110B	3 ☐	Science Course	3 ☐

Second Semester	Completed	Fourth Semester	Completed
BUS 110B	3 ☐	CADD 210B or CADD 290B	
CADD 105	3 ☐	(Capstone Course)	3 ☐
CADD 140	3 ☐	CADD 245	3 ☐
MATH 127	3 ☐	Degree Elective	3 ☐
U.S./Nevada Constitution	3 ☐	Humanities/Social Science Course	3 ☐
		Science Course	3 ☐

ASSOCIATE OF APPLIED SCIENCE DRAFTING TECHNOLOGY - MECHANICAL
Mission & Outcomes

Mission: The mission of the Associate of Applied Science degree is to provide employment-related knowledge and skills necessary to succeed in a chosen field of study.

Student Learning Outcomes: Students who complete an Associate of Applied Science in Drafting Technology will be able to demonstrate:
• knowledge of the subject matter appropriate to the drafting technology.
Are able to do the following:
• acquire skills and perform tasks necessary for employment for a career enhancement in the drafting field,
• present themselves effectively to a potential employer,
• effective communication and computation skills appropriate to the drafting field, and
• utilize appropriate resources to remain current in the drafting field.

EARLY CHILDHOOD EDUCATION

WNC's Early Childhood Education program is an occupational preparation program which concentrates on the teaching skills needed to work with young children and parents. Students may earn an Early Childhood Education Certificate of Achievement oran Associate of Applied Science degree to help them gain employment in the child care or related field.

Some courses transfer to local colleges and universities, providing a "career ladder" opportunity for students who are seeking additional training for jobs in the care and education of infants, preschoolers and handicapped young children.

The curriculum includes experience with children to develop teaching skills; classes in human development and interpersonal relationships; and instruction on how to select, plan and present learning activities.

Successful completion of the Early Childhood Education certificate or associate degree is designed to qualify students for such employment opportunities as assistants, teachers and directors in child care centers; teachers and assistants in preschools; home day care providers and other child/family related careers.

EARLY CHILDHOOD EDUCATION
Associate of Applied Science

The Early Childhood Education Associate of Applied Science degree provides the information, knowledge and skill training for persons caring for young children in a variety of child care facilities.

Salary: $23,277–$43,693 / year (Nevada)
Career Outlook: Faster than average growth through 2014
Good To Know: Variable work hours - full-time or part-time
WNC Academic Division: Social Science, Education, Humanities & Public Service

Total Requirements: 60 credits

Program Requirements		36 Credits
ECE 121	Parent Care Relations	1
ECE 122	Observation Skills	1
ECE 129	Environment For Infant & Toddler	1
ECE 200	The Exceptional Child	3
ECE 204	Principles of Child Guidance	3
ECE 231	Preschool Practicum: Early Childhood Lab	6
ECE 240	Administration of Preschool	3
ECE 250	Introduction to Early Childhood Education	3
ECE 251	Curriculum in Early Childhood Education	3
HDFS 201	Life Span Human Development	3

Program Electives
Choose 9 credits from the following:

COT 105	Computer Literacy	3
or IS 101	Introduction to Information Systems	
or IS 201	Computer Applications	
HDFS 202	Introduction to Families	3
HDFS 232	Diversity & the Young Child - A Multicultural Perspective	3
Other related Early Childhood Education courses		1–6
(ECE 123 and ECE 168 are recommended)		
Psychology courses (except Statistical Methods)		1–3

General Education Requirements	24 Credits
English/Communications Requirement	6
(Recommended: BUS 108; must include a writing course)	
Humanities/Social Science Requirements	3
Mathematics Requirement (Recommended: BUS 109B)	3
Science Requirement (Recommended: NUTR 121)	6
U.S. and Nevada Constitution Requirements	3
General Electives	3

* A list of all courses filling general education requirements for the Associate of Applied Science are on the Associate of Applied Science Degree Requirements page.

Associate of Applied Science

MISSION - The purpose of the Associate of Applied Science degree in Early Childhood Education is to provide academic knowledge and skill for employment in child care or pre-kindergarten programs and related family service fields. The degree will meet educational criteria for employment in publicly funded programs and prepare the student for possible transfer to other colleges and universities to meet higher educational and professional goals.

STUDENT LEARNING OUTCOMES - Students who complete the Associate of Applied Science degree in Early Childhood Education are expected to demonstrate that they:
- have met the general education student learning outcomes.
- know the subject matter appropriate to Early Childhood Education.
- demonstrated leadership and supervisory skills.

Certificate of Achievement

MISSION - The Early Childhood Education Certificate of Achievement will provide the academic knowledge and skills for employment in a variety of child care settings.

STUDENT LEARNING OUTCOMES - Upon completion of the Early Childhood Education certificate program, the student will be able to:
- recognize and organize a physical environment that supports age appropriate development in young children.
- plan and implement activities that meet the psychosocial, physical and cognitive needs of children in a child care setting.
- develop strategies for maintaining a safe and healthy child care environment.

EARLY CHILDHOOD EDUCATION
Certificate of Achievement

WNC Academic Division: Social Science, Education, Humanities & Public Service

Total Requirements: 30 credits

Subject Requirements		21 Credits
ECE 121	Parent Care Relations	1
ECE 122	Observation Skills	1
ECE 129	Environment For Infant & Toddler	1
ECE 204	Principles of Child Guidance	3
ECE 231	Preschool Practicum: Early Childhood Lab	3
ECE 250	Introduction to Early Childhood Education	3
ECE 251	Curriculum in Early Childhood Education	3
HDFS 201	Life Span Human Development	3

Choose 1-3 credits from related courses in any of the following subject areas: Early Childhood Education, Psychology, Human Development and Family Studies | 3

General Education Requirements	9 Credits
English/Communications Requirements	6
(Recommended: BUS 108; Must include a writing course)	
Mathematics Requirement (Recommended: BUS 109B)	3

* A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

EARLY CHILDHOOD EDUCATION - Suggested Course Sequence

First Semester	Completed		Third Semester	Completed	
ECE 121	1	☐	ECE 204	3	☐
ECE 122	1	☐	ECE 231	6	☐
ECE 129	1	☐	General Education Courses	6	☐
ECE 250	3	☐			
English/Communications			Fourth Semester	Completed	
Course	3	☐	ECE 240	3	☐
General Elective	3	☐	General Education Courses	3	☐
HDFS 201	3	☐	General Elective	3	☐
			Program Electives	6	☐
Second Semester	Completed				
ECE 200	3	☐			
ECE 251	3	☐			
General Education Courses	6	☐			
Program Electives	3	☐			

ENGINEERING SCIENCE
Associate of Science

The Engineering Science degree program is designed for students planning to obtain a four-year engineering degree. Engineering is the practical application of scientific theory and principles, and this program develops a strong foundation in mathematics and physical science and provides an introduction to the fundamental aspects of engineering which are developed more thoroughly in the remaining two years of the baccalaureate program. Students who complete the associate degree can transfer to other colleges or universities in many engineering disciplines including civil, chemical, computer, electrical, geological, mechanical, metallurgical, mining, computer science, and engineering physics. All courses in the Engineering Science program are approved for direct transfer to the College of Engineering and the Mackey School of Earth Sciences and Engineering at the University of Nevada, Reno, and up to 64 WNC credits may be directly applied toward a baccalaureate degree.

Salary: $37,329–$76,497 / year (Nevada)
Career Outlook: Faster than average growth through 2014 - Aerospace Technicians growth will be slower than average
Good To Know: Work with computers; often work in teams
WNC Academic Division: Science, Mathematics & Engineering

Total Requirements: 64 credits

Emphasis Requirements		36-38 Credits
CHEM 121	General Chemistry I	4
CS 135	Computer Science I	3
ENGR 100	Introduction to Engineering Design	3
MATH 181	Calculus I	4
MATH 182	Calculus II	4
MATH 283	Calculus III	4
ME 241	Statics	3
or CPE 201	Introduction to Computer Engineering	
ME 242	Dynamics	3-4
or EE 220	Circuits I	
& EE 220L	Circuits I Laboratory	
PHYS 180	Engineering Physics I	3
PHYS 180L	Engineering Physics I Lab	1
PHYS 181	Engineering Physics II	3
PHYS 181L	Engineering Physics II Lab	1

Emphasis Requirements: Program Electives		2-4 Credits
Choose 2-4 credits from the following:		
CHEM 122	General Chemistry II	4
CS 202	Computer Science II	3
EE 291	Computer Methods For Electrical Engineers	3
EE 296	Internship I	1
MATH 285	Differential Equations	3
ME 198	Cooperative Training Report	1
ME 298	Cooperative Training Report	1
METE 250	Elements of Material Science	3
PHYS 182	Engineering Physics III	3
& PHYS 182L	Engineering Physics III Lab	1
or higher level		

General Education Requirements	24 Credits
English/Communications Requirements	6
Fine Arts Requirements	3
Humanities Requirements	6
Social Sciences Requirements	6
U.S. and Nevada Constitution Requirements	3

* A list of all courses filling general education requirements for the Associate of Science are on the Associate of Science Degree Requirements page.

Note: Most engineering courses are not offered every semester, so technical and non-technical electives should be scheduled to permit the student to enroll in those engineering courses which are most pertinent to his/her preferred discipline of engineering.

ENGINEERING SCIENCE - Suggested Course Sequence

First Semester		Completed	Third Semester		Completed
General Education Courses	6	☐	General Education Courses	6	☐
CS 135	3	☐	MATH 283	4	☐
ENGR 100	3	☐	ME 241 or CPE 201	3-4	☐
MATH 181	4	☐	PHYS 181	3	☐
			PHYS 181L	1	☐
Second Semester		Completed			
General Education Course	3	☐	Fourth Semester		Completed
CHEM 121	4	☐	General Education Courses	9	☐
MATH 182	4	☐	ME 242 or EE 220 & 220	3-4	☐
PHYS 180	3	☐	Program Electives	2-4	☐
PHYS 180L	1	☐			

ASSOCIATE OF APPLIED SCIENCE - ENGINEERING SCIENCE
Mission and Outcomes

Mission: The mission of the Associate of Science with an emphasis in Engineering is to prepare students for successful transfer into civil, chemical, computer, electrical, geological, mechanical, metallurgical, or mining engineering, or computer science, or engineering physics.

Student Learning Outcomes: Students who complete an Associate of Science with an emphasis in Engineering at WNC are expected to demonstrate that they:
- have met the general education student learning outcomes
- are able to identify, formulate and solve engineering problems
- are able to design and conduct experiments as well as to analyze and interpret data
- can succeed at their transfer institution.

FINE ARTS
Associate of Arts

The Associate of Arts degree in Fine Arts is designed to provide training in the breadth of skills required for many careers in the fine arts field as well as to satisfy many of the lower division requirements for the Bachelor of Arts and Bachelor of Fine Arts degrees at most four-year institutions.

Salary: $23,982–$58,550 / year (Nevada)
Career Outlook: Average growth through 2014
Good To Know: Many fine artists are self-employed; some have graduate degrees
WNC Academic Division: Communication and Fine Arts

Total Requirements: 60 credits

Program Requirements		21 Credits
ART 100	Visual Foundations	3
or ART 107	Design Fundamentals I (2-D)	
or GRC 107	Design Fundamentals	
ART 101	Drawing I	3
ART 135	Photography I	3
or ART 141	Introduction to Digital Photography I	
or ART 243*	Digital Imaging I	
ART 160	Art Appreciation	3
ART 298*	Portfolio Emphasis	3

Select one 3-credit course from the following 2-D courses:

ART 231	Painting I	3
ART 127*	Watercolor I	3
ART 124	Beginning Printmaking	3

Select one 3-credit course from the following 3-D courses:

ART 216	Sculpture I	3
ART 115*	Beginning Clay Sculpture	3
ART 211	Ceramics I	3

* Courses satisfy WNC degree requirements but will not transfer directly to the University of Nevada, Reno as the same course. They may transfer as electives.

Program Requirements: Program Electives		6 Credits

Select 6 credits from the following:

ART 102	Drawing II	3
ART 105*	Color Theory	3
ART 111*	Beginning Ceramics	3
ART 115*	Beginning Clay Sculpture	3
ART 124	Beginning Printmaking	3
ART 127*	Watercolor I	3
ART 135	Photography I	3
ART 141*	Introduction to Digital Photography I	3
ART 142*	Introduction to Digital Photography II	3
ART 201	Life Drawing I	3
ART 208*	Fiber Arts	3
ART 211	Ceramics I	3
ART 212	Ceramics II	3
ART 216	Sculpture I	3
ART 217	Sculpture II	3
ART 218*	Alternative Sculpture	3
ART 224	Intermediate Printmaking	3
ART 227*	Watercolor II	3
ART 231	Painting I	3
ART 232	Painting II	3
ART 235	Photography II	3
ART 236	Photography III	3
ART 243*	Digital Imaging I	3
ART 244*	Digital Imaging II	3
ART 260	Survey Art History I	3
ART 261	Survey of Art History II	3

* Courses satisfy WNC degree requirements but will not transfer directly to the University of Nevada, Reno as the same course. They may transfer as electives.

General Education Requirements	33 Credits
English/Communications Requirements	6
Humanities Requirement	6
Mathematics Requirement	3
Science Requirement	6
Social Sciences Requirement	9
U.S. and Nevada Constitution Requirements	3

* A list of all courses filling general education requirements for the Associate of Arts are on the Associate of Arts Degree Requirements page.

FINE ARTS - Suggested Course Sequence

First Semester	Completed	Third Semester	Completed
ART 100 or ART 107	3 ☐	ART 135, ART 141 or	
ART 101	3 ☐	ART 243 (Photography	
General Education Courses	9 ☐	Required Course)	3 ☐
		ART 216, ART 115 or ART 211	
Second Semester	Completed	(3-D Required Course)	3 ☐
ART 160	3 ☐	General Education Courses	9 ☐
ART 231, ART 127 or ART 124			
(2-D Required Course)	3 ☐	Fourth Semester	Completed
General Education Courses	9 ☐	ART 298	3 ☐
		Art Electives	6 ☐
		General Education Courses	6 ☐

GEOGRAPHIC INFORMATION SYSTEMS (GIS)
Associate of Applied Science

WNC's Geographic Information Systems (GIS) program offers students access to rapidly growing career tracks in agencies and industries using computer software packages to store and present information about resources, water, soils, geography, land uses, development patterns, utilities and other mapping related functions of planning and management.

Salary: $37,641–$57,239 / year (Nevada)
Career Outlook: Slower than average growth through 2014
Good To Know: Use analytic & technical skills; heavy computer use
WNC Academic Division: Science, Mathematics & Engineering

Total Requirements: 60 credits

Program Requirements		36 Credits
GIS 109	Introduction to Geographic Information Systems	3
GIS 110	Principles of Cartography	3
GIS 111	Introduction to Remote Sensing	3
GIS 112	Introduction to ArcInfo	3
GIS 170B	GIS Applications on Conservation Issues	1
GIS 171B	GIS Applications in Urban & Regional Planning	1
GIS 172B	Current Trends in GIS	1
GIS 205	GIS Applications	3
GIS 212	Intermediate ArcInfo	3
GIS 235	Spatial Analysis in GIS	3
GIS 250	GIS Database	3
GIS 270	GIS Extensions	3
GIS 280	Internship in GIS	3
GIS 290	GIS Careers/Portfolio	3

General Education Requirements	24 Credits
English/Communications Requirement	6
Human Relations Requirement	3
Humanities/Social Science Requirements (Recommended: GEOG 106)	3
Mathematics Requirement	3
(MATH 126 or higher is required. STAT 152 is recommended)	
Science Requirement (Recommended: GEOG 103)	6
U.S. and Nevada Constitution Requirements	3

* A list of all courses filling general education requirements for the Associate of Applied Science are on the Associate of Applied Science Degree Requirements page.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)
Certificate of Achievement

WNC Academic Division: Science, Mathematics & Engineering

Total Requirements: 30 credits

Subject Requirements		21 Credits
GEOG 103	Physical Geography	3
GIS 109	Introduction to Geographic Information Systems	3
GIS 110	Principles of Cartography	3
GIS 112	Introduction to ArcInfo	3
GIS 205	GIS Applications	3
GIS 250	GIS Database	3
GIS 270	GIS Extensions	3

General Education Requirements	9 Credits
English/Communications Requirements (Must include a writing course)	3
Human Relations Requirement (PSY recommended)	1–3
Mathematics Requirement (STAT 152, MATH 126 or higher)	3
General Electives	0–2

* A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

GEOGRAPHIC INFORMATION SYSTEMS (GIS) - Suggested Course Sequence

First Semester		Completed	Third Semester		Completed
General Education Courses	6	☐	General Education Courses	6	☐
GIS 109	3	☐	GIS 171B	1	☐
GIS 110	3	☐	GIS 212	3	☐
GIS 112	3	☐	GIS 235	3	☐
			GIS 280	3	☐
Second Semester		Completed			
General Education Courses	9	☐	Fourth Semester		Completed
GIS 111	3	☐	General Education Courses	3	☐
GIS 170B	1	☐	GIS 172B	1	☐
GIS 205	3	☐	GIS 250	3	☐
			GIS 270	3	☐
			GIS 290	3	☐

ASSOCIATE OF APPLIED SCIENCE
GEOGRAPHIC INFORMATION SYSTEMS (GIS)
Mission and Outcomes

Mission: The Associate of Applied Science degree in Geographic Information Systems (GIS) will provide employment-related knowledge and skills necessary to succeed in the Geographic Information Systems field. The degree will meet educational criteria for employment and prepare the student for possible transfer to other colleges and universities to meet higher educational and professional goals.

Student Learning Outcomes: Associate of Applied Science in Geographic Information Systems (GIS) graduates are expected to:
- identify spatial problems,
- demonstrate technical skills,
- implement analysis concepts,
- work collaboratively and create industry based presentations.

GEOSCIENCES
Associate of Science

The Geosciences emphasis is designed to provide a strong foundation in earth and physical sciences, and will prepare students for transfer into many disciplines, including geology, geography, environmental science, and science teaching. All courses in the Geosciences emphasis are approved for direct transfer to University of Nevada, Reno, and up to 64 WNC credits may be directly applied toward a baccalaureate degree. Seek counseling to choose appropriate courses for a four-year major.

Salary: $57,334–$99,609 / year (Nevada)
Career Outlook: Slower growth than average through 2014
Good To Know: Often requires graduate degrees for career advancement
WNC Academic Division: Science, Mathematics & Engineering

Total Requirements: 60 – 62 credits

Emphasis Requirements		17–18 Credits
GEOG 103	Physical Geography	3
GEOG 104	Physical Geography Laboratory	1
GEOG 106	Introduction to Cultural Geography	3
GEOL 101	Physical Geology	3
GEOL 103	Physical Geology Laboratory	1

Choose one course:

BIOL 100	General Biology For Non-Science Majors	3
BIOL 190	Introduction to Cell and Molecular Biology	3
BIOL 191	Introduction to Organismal Biology	3

Choose one course:

CHEM 100	Molecules and Life in the Modern World	3
CHEM 121	General Chemistry I	4
CHEM 122	General Chemistry II	4

Emphasis Requirements: Program Electives 13–14 Credits
Choose 13-14 credits from the following:

BIOL 190L	Introduction to Cell and Molecular Biology Lab	1
BIOL 191L	Introduction to Organismal Biology Lab	1
ENV 100	Humans and Environment	3
ENV 210	Land Use Management	3
ENV 130	Fundamentals of Environmental Pollution: Concepts & Methods	3
GEOG 117	Meteorology & Climatology	3
GEOL 100	Earthquakes, Volcanoes, and Natural Disasters	3
GEOL 102	Earth and Life Through Time	4
GEOL 127	Prehistoric Life	3
GEOL 132	Rocks & Minerals	3
GEOL 201	Geology of Nevada	3
GIS 109	Introduction to Geographic Information Systems	3
GIS 205	GIS Applications	3
PHYS 100	Introductory Physics	3
PHYS 151	General Physics I	4
or PHYS 180	Engineering Physics I	3
or PHYS 180L	Engineering Physics I Lab	1
PHYS 152	General Physics II	4
or PHYS 181	Engineering Physics II	3
or PHYS 181L	Engineering Physics II Lab	1

General Education Requirements	30 Credits
English/Communications Requirements (ENG 101, ENG 102)	6
Fine Arts Requirements	3
Humanities Requirements	6
Mathematics Requirements	6
Social Sciences Requirements	3
U.S. and Nevada Constitution Requirements	3
General Electives	3

* A list of all courses filling general education requirements for the Associate of Science are on the Associate of Science Degree Requirements page.

Note: Students planning to transfer to UNR or another university are encouraged to select courses that fulfill core and major requirements, which will vary depending on major. Please consult the current UNR or appropriate university catalog or an advisor for degree requirements.

GEOSCIENCES - Suggested Course Sequence				
First Semester	Completed	**Third Semester**	Completed	
General Education Course	6 ☐	General Education Courses	12 ☐	
GEOL 101	3 ☐	GEOG 106	3 ☐	
GEOL 103	1 ☐			
Program Electives	6 ☐	**Fourth Semester**	Completed	
		General Education Courses	9 ☐	
Second Semester	Completed	Biology Course	3 ☐	
General Education Course	3 ☐	Program Electives	3-4 ☐	
Chemistry Course	3-4 ☐			
GEOG 103	3 ☐			
GEOG 104	1 ☐			
Program Electives	3-4 ☐			

ASSOCIATE OF SCIENCE - GEOSCIENCES
Mission & Outcomes

Mission: The mission of the Associate of Science degree, Geosciences Emphasis is to provide a strong foundation in earth and physical sciences, and prepare students for transfer into many disciplines, including geology, geography, environmental science, and science teaching.

Student Learning Outcomes: Students who complete an Associate of Science degree, Geosciences emphasis, at WNC are expected to demonstrate that they:
• have met the general education student learning outcomes
• have gained a basic understanding of:
  - physical processes operating on and within the Earth, including plate tectonics and formation of rocks and minerals
  - common rocks and minerals identification
  - map reading and interpretation
  - processes operating in the atmosphere
  - the spatial distribution of physical and human phenomena
• have gained a basic knowledge of biology and chemistry
• can succeed at their transfer institutions

GRAPHIC COMMUNICATIONS
Associate of Applied Science

WNC's Graphic Communications program is designed for students who want quick access to one of the career fields involving graphic arts and computer-aided design and layout.

Salary: $33,551–$56,892 / year (Nevada)
Career Outlook: Average growth through 2014. The need is due to expansion of the Internet & need for web page design
Good To Know: Creativity is an important skill; more talented designers can earn more money; many graphic artists are self-employed
WNC Academic Division: Communication and Fine Arts

Total Requirements: 63 credits

Program Requirements		42 Credits
ART 107	Design Fundamentals I (2-D)	3
or GRC 107	Design Fundamentals	
GRC 109	Color and Design	3
GRC 118	Computer Graphics - Print Media	3
GRC 119	Computer Graphics - Digital Media	3
GRC 144B	Electronic Layout and Typography	3
GRC 156	Computer Illustration I	3
GRC 175	Web Design and Publishing I	3
GRC 183	Electronic Imaging	3
GRC 185	Computer Animation I	3
or GRC 188	Web Animation and Interactivity I	
GRC 244B	Electronic Layout and Typography II	3
GRC 256	Computer Illustration II	3
GRC 283B	Electronic Imaging	3
GRC 294B	Professional Portfolio	3

Choose 3 credits from the following:

ART 101	Drawing I	3
ART 115	Beginning Clay Sculpture	3
ART 124	Beginning Printmaking	3
ART 127	Watercolor I	3
ART 135	Photography I	3
ART 141	Introduction to Digital Photography I	3
ART 160	Art Appreciation	3
ART 211	Ceramics I	3
ART 216	Sculpture I	3
ART 231	Painting I	3
ART 260	Survey Art History I	3
ART 261	Survey of Art History II	3

General Education Requirements	21 Credits
English/Communications Requirement	6
Human Relations Requirement (PSY or SOC recommended)	3
Mathematics Requirement	3
Science Requirement	6
U.S. and Nevada Constitution Requirements	3

* A list of all courses filling general education requirements for the Associate of Applied Science are on the Associate of Applied Science Degree Requirements page.

GRAPHIC COMMUNICATIONS
Certificate of Achievement

WNC Academic Division: Communication and Fine Arts

Total Requirements: 30 credits

Subject Requirements		21 Credits
ART 107	Design Fundamentals I (2-D)	3
or GRC 107	Design Fundamentals	
GRC 118	Computer Graphics - Print Media	3
GRC 119	Computer Graphics - Digital Media	3
GRC 144B	Electronic Layout and Typography	3
GRC 156	Computer Illustration I	3
GRC 175	Web Design and Publishing I	3
GRC 183	Electronic Imaging	3

General Education Requirements	9 Credits
English/Communications Requirements (Writing course required)	3
Human Relations Requirement (PSY or SOC recommended)	3
Mathematics Requirement	3

* A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

CERTIFICATE OF ACHIEVEMENT - GRAPHIC COMMUNICATIONS
Mission & Outcomes

Mission: The purpose of the Graphic Communications Certificate of Achievement is to provide basic knowledge and skills necessary to enter the graphic communications field.

Student Learning Outcomes: Graphic Communications certificate program graduates should acquire basic skills and perform tasks necessary for employment or career enhancement.

GRAPHIC COMMUNICATIONS - Suggested Course Sequence

First Semester	Completed		Third Semester	Completed	
ART 107 or GRC 107	3	☐	General Ed Courses	6	☐
General Ed Courses	6	☐	GRC 175	3	☐
GRC 118	3	☐	GRC 244B	3	☐
GRC 119	3	☐	GRC 256	3	☐

Second Semester	Completed		Fourth Semester	Completed	
General Ed Courses	6	☐	General Ed Courses	6	☐
GRC 109	3	☐	GRC 188	3	☐
GRC 144B	3	☐	GRC 283B	3	☐
GRC 156	3	☐	GRC 294B	3	☐
GRC 183	3	☐	Program Elective	3	☐

ASSOCIATE OF APPLIED SCIENCE - GRAPHIC COMMUNICATIONS
Mission & Outcomes

Mission: The Associate of Applied Science degree in Graphic Communications will provide employment-related knowledge and skills necessary to succeed in the graphic communications field. The degree will meet educational criteria for employment and prepare the student for possible transfer to other colleges and universities to meet higher educational and professional goals.

Student Learning Outcomes: Associate of Applied Science in Graphic Communications graduates are expected to research design problems, demonstrate technical skills, implement design concepts, work collaboratively and perform successful presentations.

HEALTH INFORMATION TECHNOLOGY PROGRAM

Health Information Technology combines a profession in health care with information technology. Health information technicians maintain, collect, and analyze data crucial to the delivery of quality patient care. The HIT program offers individuals the opportunity to pursue a business-related career that is an essential part of the health care industry. WNC offers the following certificates and degree:

- •Associate of Applied Science Degree in
  Health Information Technology
- •Certificate of Achievement in Medical Coding
- •Certificate of Achievement in Medical Transcription
- •Certificate of Achievement in Medical Unit Clerk

This program is also designed to prepare students for national certifications.

INFORMATION. 775-445-4243

**ASSOCIATE OF APPLIED SCIENCE
HEALTH INFORMATION TECHNOLOGY
Mission & Outcomes**

Mission: The purpose of the Associate of Applied Science degree is to provide employment-related knowledge and skills necessary to succeed in a chosen field of study.

Student Learning Outcomes: Students who complete programs in occupational areas are expected to demonstrate that they

Know:•   the subject matter appropriate to the emphasis of the degree

Are able to:

- •   acquire skills and perform tasks necessary for employment or career enhancement
- •   present themselves effectively to a potential employer
- •   demonstrate effective communication skills appropriate to the chosen occupational field
- •   utilize appropriate resources to remain current in the chosen occupational field

Have developed:

- •   an appreciation of the importance of social, ethical, legal and diversity issues.

HEALTH INFORMATION TECHNOLOGY
Associate of Applied Science

WNC's Health Information Technology program will provide students with the technical component of providing a variety of health information services, as well as general education requirements.

Salary: $26,169–$38,492 / year (Nevada)
Career Outlook: High demand through 2014
Good To Know: Specialties include diagnosis & procedure coding & tumor registrars
WNC Academic Division: Nursing and Allied Health

Total Requirements: 63 credits

Degree Requirements		39 Credits
HIT 100B	Introduction to ICD-9-CM	2
HIT 101B	Current Procedural Terminology	3
HIT 105B	Health Care Dynamics	2
HIT 117B	Medical Terminology I	1
HIT 118B	Language of Medicine	3
HIT 165B	Pathophysiology I	4
HIT 170B	Computers in Health Care	3
HIT 180B	Introduction to Health Information Management	3
HIT 201B	Classification Systems For Health Care Data	3
HIT 205B	Structure & Organization of Health Information Systems	3
HIT 206B	Clinical Applications I	3
HIT 208B	Clinical Applications II	3
HIT 210B	Coding Applications	3
HIT 245B	Quality Improvement Techniques	3

General Education Requirements	24 Credits
English/Communications Requirement	6
(ENG 101 is required; BUS 107 is recommended)	
Human Relations Requirement	3
Humanities/Social Science Requirements	3
Mathematics Requirement (MATH 120 or higher)	3
Science Requirement (BIOL 200 required*)	6
U.S. and Nevada Constitution Requirements	3

* BIOL 223 and BIOL 224 may be taken in lieu of BIOL 200.

A list of all courses filling general education requirements for the Associate of Applied Science are on the Associate of Applied Science Degree Requirements page.

HEALTH INFORMATION TECHNOLOGY - Suggested Course Sequence

First Semester	Completed	Third Semester	Completed
BIOL 200	3 ☐	ENG 101	3 ☐
HIT 100B	2 ☐	HIT 165B	4 ☐
HIT 101B	3 ☐	HIT 205B	3 ☐
HIT 105B	2 ☐	HIT 206B	3 ☐
HIT 117B	1 ☐	HIT 245B	3 ☐
HIT 118B	3 ☐		
		Fourth Semester	Completed
Second Semester	Completed	English/Comm Course	3 ☐
HIT 170B	3 ☐	HIT 206B	3 ☐
HIT 180B	3 ☐	Humanities/	
HIT 201B	3 ☐	Social Sci Course	3 ☐
HIT 210B	3 ☐	Math 120 or higher	3 ☐
Human Relations Course	3 ☐	Science Course	3 ☐
		U.S./Nevada Const Course	3 ☐

HEALTH INFORMATION TECHNOLOGY
Medical Coding Certificate of Achievement

WNC Academic Division: Nursing and Allied Health

Total Requirements: 32 credits

Subject Requirements		26 Credits
BIOL 200*	Elements of Human Anatomy & Physiology	3
HIT 100B	Introduction to ICD-9-CM	2
HIT 101B	Current Procedural Terminology	3
HIT 105B	Health Care Dynamics	2
HIT 117B	Medical Terminology I	1
HIT 118B	Language of Medicine	3
HIT 170B	Computers in Health Care	3
HIT 180B	Introduction to Health Information Management	3
HIT 201B	Classification Systems For Health Care Data	3
HIT 210B	Coding Applications	3

* BIOL 223 and BIOL 224 may be taken in lieu of BIOL 200.

General Education Requirements		6 Credits
ENG 101	Composition I	3
Mathematics Requirement		3

* Human Relations requirement fulfilled by HIT 105B
A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

MEDICAL CODING - Suggested Course Sequence

First Semester	Completed	Second Semester	Completed
BIOL 200	3 ☐	ENG 101	3 ☐
HIT 100B	2 ☐	HIT 180B	3 ☐
HIT 101B	3 ☐	HIT 201B	3 ☐
HIT 105B	2 ☐	HIT 210B	3 ☐
HIT 117B	1 ☐	Math Course	3 ☐
HIT 118B	3 ☐		
HIT 170B	3 ☐		

HEALTH INFORMATION TECHNOLOGY
Medical Transcription Certificate of Achievement

WNC Academic Division: Nursing and Allied Health

Total Requirements: 30 credits

Subject Requirements		24 Credits
BIOL 200*	Elements of Human Anatomy & Physiology	3
HIT 105B	Health Care Dynamics	2
HIT 117B	Medical Terminology I	1
HIT 118B	Language of Medicine	3
HIT 120B	Medical Transcription I	2
HIT 121B	Medical Transcription II	3
HIT 165B	Pathophysiology I	4
HIT 170B	Computers in Health Care	3
HIT 180B	Introduction to Health Information Management	3

* BIOL 223 and BIOL 224 may be taken in lieu of BIOL 200.

General Education Requirements		6 Credits
Mathematics Requirement		3
ENG 101	Composition I	3

* Human Relations requirement fulfilled by HIT 105B*
A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

MEDICAL TRANSCRIPTION - Suggested Course Sequence

First Semester	Completed	Second Semester	Completed
BIOL 200	3 ☐	HIT 105B	2 ☐
ENG 101	3 ☐	HIT 120B	2 ☐
HIT 117B	1 ☐	HIT 121B	3 ☐
HIT 118B	3 ☐	HIT 165B	4 ☐
HIT 170B	3 ☐	HIT 180B	3 ☐
Math Course	3 ☐		

HEALTH INFORMATION TECHNOLOGY
Medical Unit Clerk Certificate of Achievement

WNC Academic Division: Nursing and Allied Health

Total Requirements: 31 credits

Subject Requirements		25 Credits
BIOL 200*	Elements of Human Anatomy & Physiology	3
HIT 105B	Health Care Dynamics	2
HIT 117B	Medical Terminology I	1
HIT 118B	Language of Medicine	3
HIT 165B	Pathophysiology I	4
HIT 170B	Computers in Health Care	3
HIT 180B	Introduction to Health Information Management	3
HIT 206B	Clinical Applications I	3
HIT 208B	Clinical Applications II	3

* BIOL 223 and BIOL 224 may be taken in lieu of BIOL 200.

General Education Requirements		6 Credits
Mathematics Requirement		3
ENG 101	Composition I	3

* Human Relations requirement fulfilled by HIT 105B
A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

MEDICAL UNIT CLERK - Suggested Course Sequence

First Semester	Completed	Second Semester	Completed
BIOL 200	3 ☐	HIT 170B	3 ☐
ENG 101	3 ☐	HIT 180B	3 ☐
HIT 105B	2 ☐	HIT 206B	3 ☐
HIT 117B	1 ☐	HIT 208B	3 ☐
HIT 118B	3 ☐	Math Course	3 ☐
HIT 165B	4 ☐		

MACHINE TOOL TECHNOLOGY
Associate of Applied Science

The Machine Tool Technology program provides training for students who plan to enter the machine trades field and upgrading for those in the field who desire additional skills. The program is competency based, allowing students to enter at their own level and progress at their own pace. Hands-on learning is stressed, allowing students to take as many laboratory hours as possible.

Salary: $32,225–$46,060/ year (Nevada)
Career Outlook: Slower than average growth, but good jobs available due to difficulty finding skilled workers
Good To Know: Often work with computerized numerical control (CNC) machines
WNC Academic Division: Technology

Total Requirements: 60 credits

Program Requirements		39 Credits
DFT 110B	Blueprint Reading For Industry	3
or CONS 120B	Blueprint Reading and Specification	
MTT 105B	Machine Shop I	3
MTT 110B	Machine Shop II	3
MTT 230B	Computer Numerical Control I	4
MTT 232B	Computer Numerical Control II	4
MTT 250B	Machine Shop III	3
MTT 260B	Machine Shop IV	3
MATH Course*		3

* MATH 110B Recommended

Choose 13 credits from the following:

MTT 106B	Machine Shop Practice I	2
MTT 111B	Machine Shop Practice II	2
MTT 251B	Machine Shop Practice III	2
MTT 261B	Machine Projects	1–6
MTT 262B	Machine Shop Practice IV	2
MTT 292B	Computer-Aided Manufacturing I	4
MTT 293B	Computer-Aided Manufacturing II	4
MTT 295B	Work Experience	1–6
Related Machine Shop Course		1-6

General Education Requirements	21 Credits
English/Communications Requirement (Must include a writing course)	6
Human Relations Requirement	3
Humanities/Social Science Requirements	3
Science Requirement	6
U.S. and Nevada Constitution Requirements	3

* A list of all courses filling general education requirements for the Associate of Applied Science are on the Associate of Applied Science Degree Requirements page.

MACHINE TOOL TECHNOLOGY - Suggested Course Sequence

First Semester	Completed	Third Semester	Completed
DFT 110B	3 ☐	Humanities/Social Science	
English Course	3 ☐	Course	3 ☐
Human Relations Course	3 ☐	MTT 230B	4 ☐
Math Course	3 ☐	MTT 250B	3 ☐
MTT 105B	3 ☐	MTT 251B	2 ☐
MTT 106B	2 ☐	Science Course	3 ☐
Second Semester	Completed	Fourth Semester	Completed
English Course	3 ☐	MTT 232B	4 ☐
MTT 110B	3 ☐	MTT 260B	3 ☐
MTT 111B	2 ☐	MTT 262B	2 ☐
MTT 261B	2 ☐	Program Elective	3 ☐
Science Course	3 ☐	U.S./Nevada Constitution	3 ☐

MACHINE TOOL TECHNOLOGY
Certificate of Achievement

WNC Academic Division: Technology

Total Requirements: 30 credits

Subject Requirements		20 Credits
DFT 110B	Blueprint Reading For Industry	3
or CONS 120B	Blueprint Reading and Specification	
MTT 105B	Machine Shop I	3
MTT 106B	Machine Shop Practice I	2
MTT 110B	Machine Shop II	3
MTT 111B	Machine Shop Practice II	2
MTT 230B	Computer Numerical Control I	4
Related machine shop courses		3

General Education Requirements	10 Credits
English/Communications Requirements	6
(Recommended: BUS 108; Must include a writing course)	
Human Relations Requirement	1
Mathematics Requirement (MATH 110B recommended)	3

* A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

CERTIFICATE OF ACHIEVEMENT - MACHINE TOOL TECHNOLOGY
Mission & Outcomes

Mission: The mission of the Certificate of Achievement degree in Machine Tool Technology is to provide the student with the skills and knowledge to succeed in the machining industry.

Student Learning Outcomes: Students who complete an Certificate of Achievement in Machine Tool Technology are expected to:
- know the subject matter appropriate to the Certificate of Achievement in Machine Tool Technology,
- use skills and knowledge needed for acquiring employment,
- have the confidence needed for seeking employment.

ASSOCIATE OF APPLIED SCIENCE - MACHINE TOOL TECHNOLOGY
Mission & Outcomes

Mission: The mission of the Associate of Applied Science degree in Machine Tool Technology is to provide the student with the skills and knowledge to succeed in the machining industry.

Student Learning Outcomes: Students who complete an Associate of Applied Science in Machine Tool Technology are expected to:
- know the subject matter appropriate to the Associate of Applied Science in Machine Tool Technology,
- use skills and perform tasks essential for employment,
- have the self-confidence needed for seeking employment in this field,
- use available resources to remain current in the machine industry.

MANAGEMENT
Associate of Applied Science

The Management emphasis is designed to provide a foundation for employment in a variety of business/managerial positions.

Salary: $51,346–$100,870 / year (Nevada)
Career Outlook: Faster than average through 2014; managers will be more likely to keep their jobs
Good To Know: Often requires hiring, training & supervising employees, solving problems & administrative duties
WNC Academic Division: Business and Computer Technology

Total Requirements: 60 credits

Business Core Requirements		24 Credits
ACC 135B	Bookkeeping I	3
& ACC 136B	Bookkeeping II	3
or ACC 201	Financial Accounting	
& ACC 202	Managerial Accounting	
BUS 101	Introduction to Business	3
or MGT 103	Small Business Management	
BUS 273	Business Law I	3
ECON 102	Principles of Microeconomics	3
or ECON 103	Principles of Macroeconomics	
IS 101	Introduction to Information Systems	3
IS 201	Computer Applications	3
MGT 201	Principles of Management	3

Emphasis Requirements		15 Credits
MGT 212	Leadership & Human Relations	3

Choose 12 credits from the following:

BUS 101	Introduction to Business	3
ECON 102	Principles of Microeconomics	3
ECON 103	Principles of Macroeconomics	3
FIN 101	Personal Finance	3
MGT 103	Small Business Management	3
MGT 235	Organizational Behavior	3
MGT 247B	Industrial Management	3
MGT 283	Introduction to Human Resources Management	3
MKT 111	Introduction to Merchandising	3
MKT 127	Introduction to Retailing	3
MKT 210	Marketing Principles	3
MKT 262	Introduction to Advertising	3

General Education Requirements	21 Credits
English/Communications Requirement	6
(Recommended: BUS 107 & BUS 108; Must include a writing course)	
Mathematics Requirement	3
(BUS 109B or higher level mathematics course)	
Science Requirement	6
U.S. and Nevada Constitution Requirements	3
General Electives	3

* A list of all courses filling general education requirements for the Associate of Applied Science are on the Associate of Applied Science Degree Requirements page.

Note: See also Retail Management.

MANAGEMENT - Suggested Course Sequence				
First Semester	**Completed**	**Third Semester**	**Completed**	
ACC 135B or ACC 201	3 ☐	Degree Elective	3 ☐	
BUS 101 or MGT 103	3 ☐	Degree Electives	6 ☐	
BUS 107	3 ☐	IS 101	3 ☐	
BUS 109B or higher	3 ☐	MGT 212	3 ☐	
Degree Electives	3 ☐			
		Fourth Semester	**Completed**	
Second Semester	**Completed**	BUS 273	3 ☐	
ACC 136B or ACC 202	3 ☐	General Elective	3 ☐	
BUS 108	3 ☐	IS 201	3 ☐	
ECON 102 or ECON 103	3 ☐	Science Course	3 ☐	
MGT 201	3 ☐	U.S./Nevada Constitution	3 ☐	
Science Course	3 ☐			

MATHEMATICS
Associate of Science

The Mathematics emphasis has been designed to place students on a career track toward mathematics, either as a university major or as preparation for a teaching career. An associate degree in mathematics offers a student flexibility in future academic endeavors and career opportunities.

Salary: $62,970–$106,250 / year (Nevada)
Career Outlook: Need for math teachers & professors is expected to increase faster than average
Good To Know: Often requires graduate degrees for career advancement
WNC Academic Division: Science, Mathematics & Engineering

Total Requirements: 60 credits

Emphasis Requirements		30 Credits
MATH 181	Calculus I	4
MATH 182	Calculus II	4
MATH 283	Calculus III	4
MATH 285	Differential Equations	3

Choose 12 credits from at least two subject areas in the courses listed under Science Requirements for the Associate of Science degree. Must include a minimum of four credits of lecture and laboratory from the same subject area. **12**

Choose 3 credits from the following: Math courses numbered 120 or higher, except MATH 122 & 123. STAT 152 is also accepted. **3**

General Education Requirements	30 Credits
English/Communications Requirements (ENG 101 & ENG 102)	6
Fine Arts Requirements	3
Humanities Requirements	6
Social Sciences Requirements	6
U.S. and Nevada Constitution Requirements	3
General Electives	6

* A list of all courses filling general education requirements for the Associate of Science are on the Associate of Science Degree Requirements page.

MATHEMATICS - Suggested Course Sequence

First Semester		Completed	Third Semester		Completed
General Education Courses	9 ☐		General Education Courses	6 ☐	
MATH 181	4 ☐		MATH 283	4 ☐	
			Science Elective	4 ☐	
Second Semester		Completed			
General Education Courses	9 ☐		Fourth Semester		Completed
MATH 182	4 ☐		General Elective	6 ☐	
Science Elective	4 ☐		MATH 285	3 ☐	
			Math elective	3 ☐	
			Science Elective	4 ☐	

ASSOCIATE OF SCIENCE - MATHEMATICS
Mission and Outcomes

Mission: The purpose of the Associate of Science degree, emphasis Mathematics, is to provide the academic knowledge and skills for successful transfer student to meet higher educational goals.

Student Learning Outcomes: Students who complete an Associate of Science degree, Mathematics emphasis, at WNC are expected to demonstrate that they:

- have met the general education student learning outcomes.
- understand the content of calculus and differential equations.
- are able to apply the content of calculus and differential equations at the appropriate level in mathematics, science, and engineering courses.
- can succeed at their transfer institutions.

MUSICAL THEATRE
Associate of Arts

The Associate of Arts degree in Musical Theatre is designed to provide training in the breadth of skills required for musical theatre performance, as well as satisfy many of the lower division requirements for the Bachelor of Arts degree in musical theatre at most four-year institutions.

Salary: $36,920–$123,400 / year (Nevada)
Career Outlook: Average growth through 2014
Good To Know: Competition for performance jobs will be strong; many actors have other part-time employment or teach acting classes. Theater technicians are in high demand.
WNC Academic Division: Communication and Fine Arts

Total Requirements: 64 credits

Program Requirements		31 Credits
MUS 121	Music Appreciation	3
or THTR 100	Introduction to Theater	
MUSA 145	Voice-Lower Division	4
THTR 105	Introduction to Acting I	3
THTR 199	Play Structure & Analysis I	3
THTR 204	Theatre Technology I	3
THTR 205	Introduction to Acting II	3

Four semesters participation in college productions for a total of 8 credits

MUS 176	Musical Theatre Practicum	2-3
MUS 276	Musical Theatre Practicum	1-3
Piano Proficiency		0

Select 4 credits from the following:

DAN 132	Jazz Dance (beginning)	1
DAN 135	Beginning Ballet	1
DAN 144	Beginning Tap Dancing	1
DAN 232	Jazz Dance (intermediate)	1
DAN 244	Tap Dance (intermediate)	1

General Education Requirements	30 Credits
English/Communications Requirements (ENG 101 & ENG 102)	6
Humanities Requirement	6
Mathematics Requirement	3
Science Requirement	6
Social Sciences Requirement	9
U.S. and Nevada Constitution Requirements	3

* A list of all courses filling general education requirements for the Associate of Arts are on the Associate of Arts Degree Requirements page.

ASSOCIATE OF ARTS - MUSICAL THEATRE
Mission and Outcomes

Mission: The Associate of Arts in Musical Theatre is designed to provide training in the breadth of skills required for musical theatre performance as well as satisfy many of the lower division requirements for the Bachelor of Arts degree in musical theatre at most four-year institutions.

Student Learning Outcomes: Students who complete the Associate of Arts Degree in Musical Theatre are expected to have:
• An awareness of the complexities of the human experience, leading to the convincing performance of dimensional characters;
• A knowledge of how to use various production elements and dramatic characterization to bring a theatrical concept to life;
• A knowledge of plays that are representative of the development of musical theatre.

They are expected to be able to:
• Analyze and interpret musical theater productions;
• Convincingly live in imaginary circumstances, conveying to the audience a sense of emotional truth;
• Engage in focused, concentrated, and active listening, and give and take from fellow performers;
• Understand subtext and discover the contrasts within a character;
• Function safely and effectively using contemporary theatre technology;
• Dance in a variety of genres used in musical theatre;
• Read music and to use proper vocal technique to sing musical theater repertoire from multiple eras.

They should demonstrate:
• A creative imagination;
• A work ethic;
• A collaborative attitude;
• Artistic standards and judgement;
• A respect for the art form.

MUSICAL THEATRE - Suggested Course Sequence					
First Semester		**Completed**	**Third Semester**		**Completed**
Dance Elective	1	☐	Dance Elective	1	☐
General Education Courses	6	☐	General Education Courses	6	☐
MUS 176 or MUS 276	2–3	☐	MUS 121 or THTR 100	3	☐
MUSA 145	1	☐	MUS 176 or MUS 276	2–3	☐
Piano Proficiency	0	☐	MUSA 145	1	☐
THTR 105	3	☐	THTR 204	3	☐
Second Semester		**Completed**	**Fourth Semester**		**Completed**
Dance Elective	1	☐	Dance Elective	1	☐
General Education Courses	6	☐	General Education Courses	9	☐
MUS 176 or MUS 276	2–3	☐	MUS 176 or MUS 276	2–3	☐
MUS 203	3	☐	MUSA 145	1	☐
MUSA 145	1	☐	THTR 199	3	☐
THTR 205	3	☐			

ACADEMIC DEGREES

NURSING PROGRAM
Associate of Applied Science

WNC's associate degree nursing program is intended for students seeking a career as a registered nurse. The curriculum is sequenced and progresses in complexity. Integration of knowledge from the bio/psycho/social sciences, humanities, and nursing is intended to prepare graduates to pass the national licensure examination (NCLEX-RN) and to function as registered nurses in diverse care settings. Upon completion of the associate degree nursing program, students will be awarded an Associate of Applied Science degree. Graduates are eligible to sit for the NCLEX-RN.

The associate degree nursing program is approved by the Nevada State Board of Nursing (NSBN) and is accredited by the National League for Nursing Accrediting Commission (NLNAC). The address of the NLNAC is 61 Broadway Street, 33rd floor, New York, NY 100176. The telephone number is 800-669-9656. Applicants are advised that eligibility for licensure may be affected by the existence of a criminal record, a history of alcohol or drug abuse, and mental or physical illness that may interfere with the practice of nursing. Applicants are encouraged to directly contact the Nevada State Board of Nursing (NSBN) at 1-888-590-6726 should there be a concern regarding eligibility for licensure. Applicants may also use the NSBN link found on the Nursing & Allied Health website for information regarding how the board processes applicant information and identifies convictions/situations under which the NSBN will deny application for licensure.

A limited number of qualified students are admitted as first semester students utilizing the selection criteria outlined below. The nursing program requires that pre-and co-requisite courses be completed with a grade of "C" or better. Students admitted to the program are required to attend mandatory orientation sessions scheduled for late spring or early summer and prior to the start of classes.

ASSOCIATE OF APPLIED SCIENCE - NURSING
Mission & Outcomes

Mission: The mission of the nursing program at Western Nevada College is to meet the nursing educational needs of the service area. The program prepares qualified students to function at entry-level registered nurses and transfer to higher degree programs. To accomplish our mission, the curriculum incorporates the National League for Nursing core components of nursing practice that are essential to the work of registered nurses. Graduates are prepared to function in a variety of health care settings, providing culturally sensitive, holistic nursing care to individuals and families across the lifespan. The nursing faculty supports graduate competency in an evolving and complex health care environment by facilitating the students' development of clinical judgment, promoting professional behaviors, and fostering lifelong learning

Student Learning Outcomes: Students who complete an Associate of Applied Science degree with a major in nursing will be expected to demonstrate the ability to:

- Integrate knowledge derived from the bio/psycho/social sciences, humanities, and nursing to achieve deliberative and competent decision-making that is grounded in evidence based practice to achieve best practice outcomes.
- Utilize therapeutic communication skills when interacting with patients and their families.
- Communicate and document accurate information about patients in a concise and clear manner.
- Collaborate with patients, families and health care personnel to achieve positive patient outcomes.
- Utilize information literacy skills to integrate research findings that guide (or lead to) best practice decisions.
- Utilize the nursing process in a competent and caring manner to safely meet the bio/psycho/social/cultural and spiritual needs of patients across the lifespan in a variety of health care settings.
- Provide care that reflects the ethical values of nursing within professional practice standards and the legal parameters of the profession.
- Apply concepts of cultural awareness, cultural sensitivity and respect for persons when working with diverse populations.

Provide and manage care through the efficient and effective use of human, physical, financial and technical resources to meet patient needs.

Demonstrate accountability (professionalism) through identification of self-learning needs and continued professional development.

Utilize principles of teaching and learning to meet the bio/psycho/social/cultural/spiritual needs of patients and their families.

Other Important Information
- Nursing learning activities are scheduled on & off campus, days, evenings & weekends.
- Courses are Web-CT Enhanced, necessitating that students have basic computer skills.
- Clinical experiences take place at long-term health care facilities, acute care hospitals, clinics and day care centers
- A grade of C (75 percent) or better is required in all nursing courses to continue in the nursing program.
- Students not admitted to the nursing program must reapply to be considered for admission the following year.
- Documentation and currency of the following is required after acceptance into the nursing program and prior to the start of classes:
- An acceptable physical examination, and required immunizations and tests. CPR certification (card required) through the American Heart Association (Health Care Provider).
- Major medical health insurance (card required).
- A background check is required by health care organizations. Students accepted into WNC's nursing program, emergency medical services courses and surgical technology program will be required to pass a background check in order to attend clinicals and remain in the program. Drug screening may be required by health care organizations in the fall of 2008. See the Nursing & Allied Health web site for the process and procedures to follow.

Selective Admission Requirements
Apply for admission: Apply for admission to Western Nevada College and the WNC nursing program. Applications will be available after January 2. The last date for submission of an application to Admission and Records is April 1. Nursing program applications for the next fall are available on the WNC Nursing & Allied Health web site on January 2.
Chemistry: Show evidence of completion of high school chemistry from a regionally accredited school within the last three years or completion or CHEM 121 (4 credits) within the last ten years by the date of application submission.CHEM 110 is also acceptable.

Prerequisite Courses:
- BIOL 223: Human Anatomy and Physiology I: 4 credits
- BIOL 224: Human Anatomy and Physiology II: 4 credits
- BIOL 251: General Microbiology: 4 credits
- ENG 101: Composition I: 3 credits
- MATH 120 or Math 126 or higher MATH course: 3 credits
- PSY 101 (General Psychology) or
  SOC 101 (Principles of Sociology): 3 credits
- Chemistry, as described above

(Note: Students may apply for admission into the nursing program while in the process of completing a pre-requisite course, providing the course is completed at the end of the applicable spring semester.)

Test of Essential Academic Skills (TEAS): Pass the Test of Essential Academic Skills with a minimum score of 60 percent for each of the four sub-scores. (Note: Not required for LPNs applying for admission into the 2nd year of the program. The test may be taken one time each fall and spring semester.)

Consult the Nursing & Allied Health website for dates and times of testing. Students may take up to two practice TEAS Tests which are available on the ATI website. Please consult the Nursing & Allied Office for information regarding how to access the web site.

Application and Supporting Documents: Submit completed application with supporting documents and required transcripts, as appropriate, to Admissions and Records in the time frame delineated on the nursing program application.
Note: The statue of limitations for all college science courses is ten (10) years from date of application.

Students Requesting Transfer & Re-Admission
A limited number of qualified transfer and readmission students are admitted into the nursing program on a space available basis.

Students who have completed nursing courses more than two years ago but no more than five years ago at the time of application to the nursing program must demonstrate currency of knowledge by passing competency examinations for each course previously completed. A score of 75 percent or more is required for each exam. Nursing courses taken more than five years prior to application will not be accepted.

Students who are accepted into the nursing program will be required to enroll in all nursing courses required for each semester; students may not enroll for a portion of a semester of nursing courses regardless of previous completion of nursing courses. Students must successfully pass all nursing courses (grade of C or better) within each semester to continue in the program and/or graduate.

A student who matriculated (have been accepted and have a record of enrollment) in the nursing program may be readmitted one time following a withdrawal/failure. A written request for an exception to the policy for such reasons as medical and military will be considered by Admissions and Records.

NURSING ADMISSION/SELECTION CRITERIA				
Science GPA	2.0-2.49	2.5-3.0	3.1-3.49	3.5-4.0
(BIOL & CHEM	(2)	(4)	(6)	(8)
prerequisite courses)				
GPA	2.0-2.49	2.5-3.0	3.1-3.49	3.5-4.0
(pre- and corequisite	(1)	(2)	(3)	(4)
courses)				
Test of Essential				
Academic Skills (TEAS)				
	60-69	70-79	80-89	90-99
	(1)	(2)	(3)	(4)

(A minimum cut score of 60% is required for each subtest. Not required for LPNs or students seeking transfer with grades of C or better in nursing.)

Completion of corequisite credits		
	3-6	7-9
	(1)	(2)

Maximum Possible Points: 18
Admission to the nursing program will be based on special admission procedures and the number of points an applicant receives. Eligible students will be numerically ranked according to total points. In the event of applicants having an equal number of points, lots will be drawn to decide eligibility.

Admission will be offered to the applicants on the list with the highest priority points. Applicants not selected will not be carried forward and must reapply for consideration.

NURSING
Associate of Applied Science

Salary: $55,981–$75,011 / year (Nevada)
Career Outlook: High growth, especially in home health care & nursing homes
Good To Know: Hospital nurses tend to earn more than nurses in doctors' offices; may include working days, nights, weekends or holidays
WNC Academic Division: Nursing and Allied Health

Total Requirements: 72 credits

Prerequisite Courses*		21 Credits
BIOL 223*	Human Anatomy and Physiology I	4
BIOL 224*	Human Anatomy and Physiology II	4
BIOL 251	General Microbiology	4
ENG 101	Composition I	3
MATH 120	Fundamentals of College Mathematics	3
or MATH 126	Precalculus I	
or higher MATH course		
PSY 101	General Psychology	3
or SOC 101	Principles of Sociology	

* Please refer to Selective Admission Requirements for Chemistry and additional requirements. BIOL 223 and 224 must be completed at the same college or university if completed at an institution other than within the Nevada System of Higher Education.

First Year: Fall Semester Courses		14 Credits
ENG 102*	Composition II	3
NURS 136	Foundations of Nursing Theory	3
NURS 137	Foundations of Nursing Laboratory	1
NURS 138	Foundations of Nursing Clinical	2
NURS 141	Foundations of Pharmacology in Nursing	2
NURS 200	Health Assessment Theory	2
NURS 201	Health Assessment Laboratory	1

* *Indicates corequisite. Corequiste courses must be completed by the end of the fourth semester of the nursing program.

First Year: Spring Semester Courses		14 Credits
NURS 163	Maternal Child Health I Theory	3
NURS 164	Maternal Child Health I Clinical	1
NURS 165	Nursing Across the Lifespan Laboratory	1
NURS 166	Health/Illness Across Lifespan Theory	4
NURS 167	Health/Illness Across Lifespan Clinical	2
PSY 101	General Psychology	3
or SOC 101*	Principles of Sociology	

* *Indicates corequisite. Corequiste courses must be completed by the end of the fourth semester of the nursing program.

Second Year: Fall Semester Courses**		13 Credits
NURS 265	Alterations Maternal/Child Health Theory	2
NURS 266	Alterations in Maternal/Child Health Laboratory	1
NURS 267	Alterations in Maternal Health Clinical	1
NURS 268	Alterations in Child Health Clinical	1
NURS 270	Advanced Clinical Nursing I Theory	3
NURS 271	Advanced Clinical Nursing I Clinical	2
U.S./Nevada Constitutions Course		3

(PSC 103, HIST 111, or CH 203 recommended)*
* See the Associate of Applied Science page for more information on courses fulfilling the general education requirement.

Second Year: Spring Semester**		10 Credits
NURS 236	Mental Health and Illness Theory	1
NURS 237	Mental Health and Illness Laboratory	1
NURS 238	Mental Health and Illness Clinical	1
NURS 276	Advanced Medical Surgical Nursing II Theory	3
NURS 277	Advanced Medical Surgical Nursing II Clinic	2
NURS 284	Role of the ADN Manager of Care	2

Note: ** The sequence of some courses for the second year fall and spring semester courses may be altered.

EMERGENCY MEDICAL SERVICES

Emergency Medical Services courses are offered through the Division of Nursing and Allied Health. They include:
• EMS 100B - CPR, First Responder
• EMS 108B - EMT Basic and EMT Refresher,
• EMS 112B - EMT enhanced (Intermediate)
• EMT Instructor

EMS courses are offered in a sequential series to prepare individuals with the knowledge and skills to assess and care for patients in an emergency or in an out-of-hospital setting. Completion of selected courses is designed to prepare students to take the National Registry Examination for EMT-Basic and the appropriate Nevada EMS certification examination for EMT Enhanced (Intermediate).

EMS 108B and EMS 112B are designed to meet the National Standard Curriculum published by the United States Department of Transportation, National Highway Traffic Safety Administration.

Information 775-445-3296

WNC Academic Division: Nursing and Allied Health

Licensed Practical Nurse to ADN
Practical nurses are required to successfully challenge the first year of the nursing program at Western Nevada College. The challenge process is unique to the nursing program and varies from the college's general challenge policy. The process consists of three steps outlined below:

Step 1
• Complete all prerequisite courses with a grade of C or better.*
• Complete NURS 200 and NURS 201 or equivalent course/s with a grade of C or better.**
• Hold, or be eligible to hold, a practical nursing license in the State of Nevada. Candidates with a restricted LPN license will be evaluated on an individual basis.
* College science courses have a ten year statue of limitations;

**NURS 200/201 or equivalent must be repeated if the completed course is older than two years at the time of application.

Step 2
• Pass the following written National League of Nursing Challenge Examinations with a score of 75 percent or better:
 - Foundations of Nursing
- Nursing Care During Childbearing and Nursing Care of the Child

The cost of each challenge examination is $70. The scores of students who pass the challenge examinations will remain on file for one year from the date of the passage.

Step 3
Demonstrate ability to safely perform first and second semester nursing skills in the nursing laboratory. A list of the skills to be demonstrated for each semester is available in the Office of Nursing & Allied Health. Skills will be evaluated on a pass/fail (P/F) basis.

Cost of each semester skill challenge examination is $100.

Candidates who successfully complete the above three steps are eligible to apply for admission into the nursing program by submitting an application and other required documents to Admission and Records by the required date. Information regarding the admission process may be obtained by accessing the Nursing and Allied Health web site or by contacting the Office of Nursing and Allied Health located in room 110 of the Cedar Building. The telephone number is 775-445-3294.

Candidates will be admitted into the nursing program based on a space available basis. In the event that more applications are received than space available, decisions regarding admission will be based upon the selection criteria used for first semester applicants (excluding TEAS scores).

PARALEGAL STUDIES
Associate of Applied Science

The Paralegal Studies program is designed to train students in the legal system, its functions, and the role of the paralegals in the practice of law. Paralegals are members of a legal team who work under the supervision of attorneys. The professional services provided by paralegals have made them a respected addition to the staffs of law firms, corporations, banks, insurance companies and government agencies.

Salary: $40,178–$50,650 / year (Nevada)
Career Outlook: Faster than average growth through 2014
Good To Know: Good research, organizational & analytical skills required
WNC Academic Division: Social Science, Education, Humanities & Public Service

Total Requirements: 60 credits

Program Requirements		39 Credits
CRJ 222	Criminal Law and Procedure	3
LAW 101	Fundamentals of Law I	3
LAW 203	Real Property	3
LAW 204	Torts	3
LAW 205	Contracts	3
LAW 206B	Case Analysis	1
LAW 231	Civil Procedure	3
LAW 259	Legal Writing	3
LAW 261	Legal Research I	3
LAW 262	Legal Research II	3
LAW 263	Ethics	2

Choose 9 credits from the following:

ACC 135B	Bookkeeping I	3
BUS 273	Business Law I	3
CRJ 164	Principles of Investigation	3
CRJ 225	Criminal Evidence	3
LAW 198B	Special Topics in Law	1-3
LAW 251	Bankruptcy	3
LAW 252	Family Law	3
LAW 255	Probate Procedure	3
LAW 295	Supervised Field Experience	3
Any LAW Course		1–9

General Education Requirements		21 Credits
Human Relations Requirement		3
Mathematics Requirement		3
Science Requirement		6
U.S. and Nevada Constitution Requirements		3
ENG 101	Composition I	3
ENG 102	Composition II	3

* A list of all courses filling general education requirements for the Associate of Applied Science are on the Associate of Applied Science Degree Requirements page.

PARALEGAL STUDIES - Suggested Course Sequence

First Semester	Completed	Third Semester	Completed
ENG 101	3 ☐	Degree Electives	3 ☐
General Education		General Education	
Courses	9 ☐	Courses	3 ☐
LAW 101	3 ☐	LAW 205	3 ☐
		LAW 259	3 ☐
Second Semester	Completed	LAW 262	3 ☐
CRJ 222	3 ☐		
ENG 102	3 ☐	Fourth Semester	Completed
LAW 204	3 ☐	Degree Electives	6 ☐
LAW 206B	1 ☐	General Education	
LAW 261	3 ☐	Courses	3 ☐
LAW 263	2 ☐	LAW 203	3 ☐
		LAW 231	3 ☐

ASSOCIATE OF APPLIED SCIENCE - PARALEGAL STUDIES
Mission & Outcomes

Mission: The Associate of Applied Science degree in Paralegal Studies will provide the academic knowledge and skill training necessary for employment in a variety of legal settings, including: law firms, corporations, banks, insurance companies and government agencies. The degree will meet the educational requirements to allow students to take a nationally recognized certifying examination

Student Learning Outcomes: Students who complete the Associate of Applied Science degree in Paralegal Studies are expected to demonstrate that they
1. know procedural and substantive law appropriate for a Paralegal.
2. are able to do the following:
    1. analyze case law, statutes and regulations;
    2. demonstrate effective oral and written communication skills;
    3. demonstrate ability to draft legal documents;
    4. conduct basic research of current and historical legal issues through use of the law library and computerized legal databases;
    5. locate newly decided cases and recent trends in the law
3. have developed an appreciation of the following:
    1. the role of legal assistants in the legal system;
    2. the importance of ethics in the legal profession;
    3. the responsibility of members of the legal profession to society.

PHYSICS
Associate of Science

The Physics emphasis is designed for students wishing to pursue studies in the field of physics, either as a university major or as preparation for a teaching career.

Salary: $62,066–$104,054 / year (Nevada)
Career Outlook: Slower than average growth through 2014
Good To Know: Graduate degrees required for career advancement and higher salaries
WNC Academic Division: Science, Mathematics & Engineering

Total Requirements: 60 – 62 credits

Emphasis Requirements		**36–38 Credits**
CHEM 121	General Chemistry I	4
CHEM 122	General Chemistry II	4
MATH 181	Calculus I	4
MATH 182	Calculus II	4
MATH 283	Calculus III	4
MATH 285	Differential Equations	3
PHYS 180	Engineering Physics I	3
PHYS 180L	Engineering Physics I Lab	1
PHYS 181	Engineering Physics II	3
PHYS 181L	Engineering Physics II Lab	1
PHYS 182	Engineering Physics III	3
PHYS 182L	Engineering Physics III Lab	1
PHYS 293	Directed Study	1–3

General Education Requirements	**24 Credits**
English/Communications Requirements (ENG 101 & ENG 102)	6
Fine Arts Requirements	3
Humanities Requirements (Recommended: CH 201, CH 202)	6
Social Sciences Requirements	6
U.S. and Nevada Constitution Requirements	3

* A list of all courses filling general education requirements for the Associate of Science are on the Associate of Science Degree Requirements page.
Note: EPY 150 is strongly recommended but not required for graduation. CHEM 201 and 202 are acceptable in lieu of CHEM 121 and 122.

PHYSICS - Suggested Course Sequence

First Semester		Completed	Third Semester		Completed
General Ed Courses	9	☐	General Ed Courses	6	☐
CHEM 121	4	☐	MATH 283	4	☐
MATH 181	4	☐	PHYS 181	3	☐
			PHYS 181L	1	☐
Second Semester		Completed			
CHEM 122	4	☐	Fourth Semester		Completed
General Ed Courses	3	☐	General Ed Courses	6	☐
MATH 182	4	☐	MATH 285	3	☐
PHYS 180	3	☐	PHYS 182	3	☐
PHYS 180L	1	☐	PHYS 182L	1	☐
			PHYS 293	1–3	☐

ASSOCIATE OF SCIENCE - PHYSICS
Mission & Outcomes

Mission: The purpose of the Associate of Science with an emphasis in Physics is to provide the academic knowledge and skills for successful transfer to meet higher educational goals.

Student Learning Outcomes: Students who complete an Associate of Science degree at WNC are expected to demonstrate that they:
- have met the general education student learning outcomes.
- know conceptual and analytical fundamentals of classical and modern physics as well as electricity and magnetism.
- can succeed in their transfer institutions.

REAL ESTATE
Associate of Applied Science in Business

The Real Estate emphasis has been designed to prepare students for careers in the real estate sales industry. Career opportunities also exist in commercial banking, escrow services, land planning and zoning, and land development. Approved continuing education credits completed through the Nevada Real Estate Division may be applied toward this degree as real estate electives.

Salary: $26,381–$70,825 / year (Nevada agents)
Career Outlook: Average growth through 2014
Good To Know: About 59 percent of real estate agents are self-employed
WNC Academic Division: Business and Computer Technology

Total Requirements: 60 credits

Subject Requirements		24 Credits
ACC 135B	Bookkeeping I	3
& ACC 136B	Bookkeeping II	3
or ACC 201	Financial Accounting	
& ACC 202	Managerial Accounting	
BUS 101	Introduction to Business	3
or MGT 103	Small Business Management	
BUS 110B	Human Relations For Employment	3
or MGT 201	Principles of Management	
or MGT 212	Leadership & Human Relations	
or MGT 283	Introduction to Human Resources Management	
BUS 273	Business Law I	3
ECON 102	Principles of Microeconomics	3
or ECON 103	Principles of Macroeconomics	
IS 101	Introduction to Information Systems	3
IS 201	Computer Applications	3

Emphasis Requirements		18 Credits
RE 101	Real Estate Principles I	3
RE 103	Real Estate Principles II	3
RE 104	Real Estate Law & Conveyancing	3
RE 199	Real Estate Investments	3
RE 206	Real Estate Appraising	3
Elective: Any real estate course		3

General Education Requirements	18 Credits
English/Communications Requirement	6
(Recommended: BUS 107 & BUS 108; must include a writing course)	
Mathematics Requirement	3
(RE 102B, BUS 109B or higher level mathematics course)	
Science Requirement	6
U.S. and Nevada Constitution Requirements	3

* A list of all courses filling general education requirements for the Associate of Applied Science are on the Associate of Applied Science Degree Requirements page.

Note: Real Property Managers need 24 hours of approved continuing education in addition to licensing and state exam.

REAL ESTATE - Suggested Course Sequence

First Semester	Completed	Third Semester	Completed
ACC 135B or ACC 201	3 ☐	BUS 107	3 ☐
BUS 101 or MGT 103	3 ☐	RE 102B or BUS 109B	3 ☐
ECON 102 or ECON 103	3 ☐	RE 104	3 ☐
IS 101	3 ☐	RE 206	3 ☐
RE 101	3 ☐	Science Course	3 ☐
Second Semester	Completed	Fourth Semester	Completed
ACC 136B or ACC 202	3 ☐	BUS 108	3 ☐
BUS 273	3 ☐	RE 199 or RE 202	3 ☐
IS 201	3 ☐	RE 201B	3 ☐
MGT 201, MGT 212 or		Science Course	3 ☐
MGT 283	3 ☐	U.S./Nevada Constitution	3 ☐
RE 103	3 ☐		

REAL ESTATE LICENSING PROGRAM

These licensing programs fulfill the minimum course requirements needed to be eligible to take the Nevada Real Estate Sales and/or Broker examination and the Residential Appraisers License examination. For additional information, please contact the State of Nevada Real Estate Commission.

WNC Academic Division: Business and Computer Technology

REAL ESTATE
Sales License State of Nevada

Total Requirements: 6 credits

Requirements		4 Credits
RE 101	Real Estate Principles I	3
RE 103	Real Estate Principles II	3

REAL ESTATE
Broker License State of Nevada

Total Requirements: 64 credits

Requirements		64 Credits
RE 101	Real Estate Principles I	3
RE 103	Real Estate Principles II	3
RE 201B	Real Estate Brokerage	3
RE 206	Real Estate Appraising	3
General Electives		37
Real Estate, Business or Economics Electives		15

REAL ESTATE - RESIDENTIAL
Appraiser Apprentice License State of Nevada

Total Requirements: 7 credits

Requirements		7 Credits
RE 101	Real Estate Principles I	3
or RE 103	Real Estate Principles II	
RE 198B	Special Topics	1
RE 206	Real Estate Appraising	3

RETAIL MANAGEMENT
Certificate of Achievement

Western Nevada College offers a 30-credit Certificate of Achievement in Retail Management to prepare students for a career in the retail business.

A retail management career incorporates buying, merchandising, promotion, management, operations, finance and computer applications.

Required classes for the Retail Management Certificate of Achievement are in business and business communications, accounting, information systems, management and marketing, and many serve as a ladder to business degrees. The WNC program provides students an opportunity to earn a relevant certificate, and the classes required are also for associate degrees. Most are also transferable to four-year colleges. The certificate may particularly benefit employees interested in moving up to supervisory and management positions.

Salary: $36,202–$100,870 / year (Nevada)
Career Outlook: Slower than average growth through 2014
Good To Know: Career incorporates buying, merchandising, promotion, management, operations, finance & computer applications
WNC Academic Division: Business and Computer Technology

Total Requirements: 30 credits

Core Requirements		21 Credits
ACC 135B	Bookkeeping I	3
or ACC 201	Financial Accounting	
BUS 110B	Human Relations For Employment	3
or BUS 112B	Customer Service	
IS 101	Introduction to Information Systems	3
or IS 201	Computer Applications	
MGT 201	Principles of Management	3
or MGT 235	Organizational Behavior	
or MGT 283	Introduction to Human Resources Management	
MGT 212	Leadership & Human Relations	3
MKT 127	Introduction to Retailing	3
MKT 210	Marketing Principles	3

General Education Requirements	9 Credits
English/Communications Requirements	6
(Recommended: BUS 107, BUS 108; must include a writing course)	
Mathematics Requirement (Recommended: BUS 109B)	3

* A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

SURGICAL TECHNOLOGY
Certificate of Achievement

The Surgical Technology Certificate of Achievement program is intended for the student seeking a career as a surgical technologist. It is designed to be completed over two consecutive academic semesters after admission into the program. The program is accredited by the Commission on Accreditation of Allied Health Education Programs. Upon completion of the program, students will be eligible to take the National Certification Examination for Surgical Technology.

Classroom and laboratory experiences include instruction and practice in operating room techniques, infection prevention and control, and basic care of surgical patients in the operating room. Clinical learning includes supervised, hands-on surgical experiences in scrubbing for a variety of surgical procedures.

Selective Admission Requirements
- Apply for admission to WNC and the Surgical Technology program.
- Complete all prerequisite courses prior to admission into the program. Note: science courses must have been completed within the last 10 years.
- Submit completed application with supporting documents and required transcripts, as appropriate, to Admissions and Records in the time frame delineated on the Surgical Technology program application.

A limited number of qualified students are admitted into the program utilizing specified selection criteria.

A point system is utilized to make decisions regarding admission of applicants. All applicants will be evaluated in two areas following the criteria outlined on this page. Admission will be offered to the applicants on the list with the highest points. Applicants not selected must reapply for consideration.

Questions regarding the admission process should be directed to
Admissions and Records 775-445-3277

Immunization Requirements
Link Only: /academics/division/nalh/immunizations.php

Additional Information
- Learning activities are scheduled on and off campus during days, evenings and weekends including but not limited to Carson City, Reno, Lake Tahoe and Fallon. Students are required to provide their own transportation.
- Clinical experiences take place in acute care hospital and same day surgery centers.
- Documentation and currency of the following is required after acceptance into the Surgical Technology program and prior to the start of classes:
  - Submission of an acceptable physical examination and required immunizations and tests;
  - Health Care Provider/BLS CPR certification from the American Heart Association (card required);
  - Major medical health insurance (card required);
  - A minimum grade of C is required in all prerequisite and corequisite courses.
  - A minimum grade of C is required in all SRGT courses.
  - A background check is required by health care organizations. Students accepted into WNC's nursing program, emergency medical services courses and surgical technology program will be required to pass a background check in order to attend clinicals and remain in the program. Drug screening may be required by health care organizations in the fall of 2008. See the Nursing & Allied Health web site for the process and procedures to follow.

Students who are accepted into the Surgical Technology program will be required to enroll in all surgical technology courses required for each semester; students may not enroll for a portion of a semester of surgical technology courses regardless of previous completion of surgical technology courses. Students must successfully pass all surgical technology courses (grade of C or better) within each semester to continue in the program and/or graduate.

Employment opportunities for the graduate of the Surgical Technology program are excellent. Positions are available in hospitals and ambulatory surgical centers in the Reno, Carson City, Fallon and Lake Tahoe areas.

Admission/Selection Criteria

Maximum Points Possible (in parentheses)

Anatomy & Physiology	2.0-2.49	2.5-3.0	3.1-3.49	3.5-4.0
Points Awarded	(2)	(4)	(6)	(8)

GPA for English, Math & Human Relations courses

	2.0-2.49	2.5-3.0	3.1-3.49	3.5-4.0
Points Awarded	(1)	(2)	(3)	(4)

* Students must complete all prerequisite and corequisite courses with a minimum grade of "C."

CERTIFICATE OF ACHIEVEMENT - SURGICAL TECHNOLOGY
Mission and Outcomes

Student Learning Outcomes: Upon completion of the program the graduate will demonstrate the ability to:

1. Integrate and value knowledge derived from the bio/psycho/social sciences, humanities and surgical technology while providing surgical care to patients in a variety of health care settings under the direction of a registered nurse;
2. Practice within the legal and ethical standards for Level I surgical technologist;
3. Use communication techniques appropriate to the setting;
4. Achieve the Level I competencies identified by the Association of Surgical Technologists by demonstrating:
   a. knowledge and practice of basic patient care concepts;
   b. application of the principles of asepsis in a knowledgeable manner that provides for optimal patient care in the operating room;
   c. basic surgical case preparation skills;
   d. the ability to perform the role of first scrub on all basic surgical cases;
   e. responsible behavior as a health care professional

SURGICAL TECHNOLOGY
Certificate of Achievement

Salary: $36,059–$49,632 / year (Nevada)
Career Outlook: Faster than average growth through 2014
Good To Know: Technologists advance by specializing in a particular area of surgery
WNC Academic Division: Nursing and Allied Health

Total Requirements: 39 – 43 credits

Prerequisite Courses		**10 Credits**
BIOL 223	Human Anatomy and Physiology I	4
or BIOL 200	Elements of Human Anatomy & Physiology	
& BIOL 204	Elements of Human Anatomy & Physiology Lab	
ENG 101	Composition I	3
MATH 120	Fundamentals of College Mathematics	3
or MATH 126	Precalculus I	

Corequisite Course Requirements		**3–7 Credits**
BIOL 224	Human Anatomy and Physiology II	0–4
(Only if BIOL 224 taken as a prerequisite)		

Human Relations Requirement
Choose one course from the following:

ANTH 101	Introduction to Cultural Anthropology	3
BUS 110B	Human Relations For Employment	3
PSY 101	General Psychology	3
PSY 102	Psychology of Personal/Social Adjustment	3
PSY 280	Understanding Men and Women	3
SOC 101	Principles of Sociology	3
SOC 102	Contemporary Social Issues	3

Subject Requirements		**26 Credits**
SRGT 100B	Foundations of Surgical Technology	2.5
SRGT 102B	Sterilization and Disinfection	2.5
SRGT 104B	Operating Room Techniques	4
SRGT 110B	Preparation of the Surgical Patient	2.5
SRGT 111B	Surgical Procedures	5.5
SRGT 132B	Surgery Clinical Practice	9

Note: BIOL 223 and 224 must be completed at the same institution if taken outside of Nevada System of Higher Education institutions.

WELDING TECHNOLOGY
Associate of Applied Science

The Welding Technology program is a preparation program which offers students competencies to prepare for code exams. This allows students with varying degrees of competencies to enter the program and progress at their own pace. Students are encouraged to obtain as many lab hours as possible to ensure their skill development.

Salary: $26,310–$39,149 / year (Nevada)
Career Outlook: Average or slightly slower growth through 2014
Good To Know: Certification required for many jobs
WNC Academic Division: Technology

Total Requirements: 63 credits

Program Requirements		39 Credits
DFT 100	Basic Drafting Principles	3
WELD 211	Welding I	3
WELD 212B	Welding I Practice	2
WELD 221	Welding II	3
WELD 222B	Welding II Practice	2
WELD 231B	Welding III	3
WELD 232B	Welding III Practice	2
WELD 241B	Welding IV	3
WELD 242B	Welding IV Practice	2
WELD 250B	Welding Certification Preparation	1–12

Program Electives
Choose 4-11 credits from the following:

ET 131B	Electronics I	4
MTT 105B	Machine Shop I	3
or WELD 151B	Metallurgy I	
WELD 224B	Welding Projects	1–6
WELD 290B	Internship in Welding	1–4
WELD	Related Welding courses	1-3

General Education Requirements	24 Credits
English/Communications Requirement	6
(Recommended: BUS 107 & BUS 108; must include a writing course)	
Human Relations Requirement (Recommended: BUS 110B)	3
Humanities/Social Science Requirements	3
Mathematics Requirement	3
Science Requirement	6
U.S. and Nevada Constitution Requirements	3

A list of all courses filling general education requirements for the Associate of Applied Science are on the Associate of Applied Science Degree Requirements page.

WELDING TECHNOLOGY
Certificate of Achievement

WNC Academic Division: Technology

Total Requirements: 30 credits

Subject Requirements		18 Credits
WELD 211	Welding I	3
WELD 212B	Welding I Practice	2
WELD 221	Welding II	3
WELD 222B	Welding II Practice	2
WELD 250B	Welding Certification Preparation	6
WELD Elective		2

General Education Requirements	12 Credits
English/Communications Requirements	6
(Recommended: Must include a writing course)	
Human Relations Requirement (Recommended: BUS 110B)	3
Mathematics Requirement	3

A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

WELDING TECHNOLOGY - Suggested Course Sequence

First Semester	Completed	Third Semester	Completed
BUS 107	3 ☐	DFT 100	3 ☐
Mathematics Course	3 ☐	Science Course	3 ☐
MTT 105B	3 ☐	WELD 231B	3 ☐
Science Course	3 ☐	WELD 232B	2 ☐
WELD 211	3 ☐	WELD 250B	3 ☐
WELD 212B	2 ☐	WELD 290B	2 ☐

Second Semester	Completed	Fourth Semester	Completed
BUS 108	3 ☐	BUS 110B	3 ☐
Humanities/Social Science		U.S./Nevada Constitutions	3 ☐
Course	3 ☐	WELD 241B	3 ☐
WELD 221	3 ☐	WELD 242B	2 ☐
WELD 222B	2 ☐	WELD 250B	3 ☐
WELD 224B	3 ☐	WELD 290B	2 ☐

ASSOCIATE OF APPLIED SCIENCE - WELDING TECHNOLOGY
Mission & Outcomes

Mission: The mission of the Associate of Applied Science degree in Welding Technology is to provide employment-related knowledge and skills necessary to succeed in the welding field.

Student Learning Outcomes: Students who complete an Associate of Applied Science in Drafting Technology will be able to demonstrate:
• knowledge of the subject matter appropriate to the welding technology.

Are able to do the following:
• acquire skills and perform tasks necessary for employment for a career enhancement in the welding field,
• present themselves effectively to a potential employer,
• effective communication and computation skills appropriate to the welding field, and
• utilize appropriate resources to remain current in the welding field.